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*To ensure access to high-quality,  
patient-centered, cost-effective health  
care to Los Angeles County residents  
through direct services at DHS facilities  
and through collaboration with  
community and university partners.*



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May 20, 2014

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL OF AMENDMENTS TO TUTORING AND MENTORING  
PROGRAM AGREEMENTS  
(ALL SUPERVISORIAL DISTRICTS)  
(3 VOTES)**

**SUBJECT**

Approval of amendments to five Tutoring and Mentoring Program Agreements to extend the term of each for one year with a maximum cost of \$429,000 for all five Agreements, and delegate authority to further extend the term of each Agreement for up to one additional year and increase the maximum obligation of each Agreement.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Authorize the Director of Health Services (Director), or his designee, to execute amendments to extend the term of the Department of Health Services (DHS) Tutoring and Mentoring Program (Program) Agreements with the five community colleges identified on Attachment A, effective upon Board approval, for a period of one year with a maximum cost \$429,000 for all five Agreements, with an option to further extend the term of each for up to one additional year, for the continued provision of tutoring and mentoring services for nursing students enrolled in qualified Registered Nursing (RN) program at these colleges.
2. Delegate authority to the Director, or his designee, to amend each Tutoring and Mentoring Program Agreement to extend the term for one year and increase the maximum compensation by an amount not to exceed the amounts on Attachment A subject to review and approval by County Counsel,

and with notification to the Board and Chief Executive Office.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of the first recommendation will allow the Director to execute amendments substantially similar to Exhibit I, II, III, IV, and V for the continuance of the Program for nursing students. The current Agreements with four of the colleges expire on June 30, 2014 and one expires on July 31, 2014.

Approval of the second recommendation will allow the Director to execute amendments with the colleges to extend the term of their Agreements for up to one additional year.

DHS has partnered with these five community colleges for a number of years to provide a Program to assist students enrolled in qualified RN programs at local colleges, with the goal of increasing the number of RN candidates available for possible County employment. Through the Program, the County provides financial assistance to these colleges to assist nursing students with improving their study skills and enhancing their academic performance. The Program at each of the community colleges is designed to cover overall learning activities. It includes the provision of nursing advisors, tutors, study workshops, skill labs, and individual/group sessions to strengthen clinical skills, and prepares nursing students to pass the National Counsel Licensing Exam (NCLEX) for RNs.

The colleges regularly evaluate their students' academic and cultural needs and curriculum design to ensure a high NCLEX pass rate, which increases the pool of qualified candidates for entry-level RN positions for the County. The success rate of the Program is demonstrated by an increase in hiring of RNs for the DHS facilities, and other County Departments. A total of 297 undergraduate nursing students have been hired by DHS since Fiscal Year (FY) 2006 through February 2014.

DHS Office of Nursing Affairs (ONA) receives quarterly Program reports from each of the participating colleges. ONA uses these reports to monitor performance and outcomes in the following areas: the number of nursing students by ethnicity enrolled in the Program, attrition rate for the student population in the nursing program, percentage of nursing students participating in the Program, types of services provided to the nursing students under the Program, the number of nursing graduates hired by DHS and other County Departments, and the number of student graduates hired by private organizations.

### **Implementation of Strategic Plan Goals**

The recommended actions support Goal 3, Integrated Services Delivery, of the County's Strategic Plan.

### **FISCAL IMPACT/FINANCING**

The County's annual maximum cost is \$429,000 for all five Agreements; Attachment A provides additional information.

Funding is included in the DHS FY 2014-15 Recommended Budget and will be requested in future fiscal years.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

In an effort to address the overall nursing shortages in the County system, the Board initially instructed DHS to establish a Program in 1999 with East Los Angeles College, and in 2003 with Glendale Community College and Los Angeles Valley College. The Board also approved Agreements in 2008 with El Camino-Compton Education Center and in 2011 with Los Angeles Harbor College. Subsequently, amendments have been approved to extend these Agreements.

The Program includes clinical support services, lectures in medicine, surgery, and mental health, as outlined in the College of Nursing curriculum. Additional training in an academic and clinical setting for nursing students is also provided and the Program prepares students for the NCLEX, which is needed for licensure as RN, and pre-requisite to qualify for entry level RN positions at County facilities.

County Counsel has reviewed and approved Exhibits I, II, III, IV, and V as to form.

### **CONTRACTING PROCESS**

The Agreements were established specifically with local community colleges with RN programs. It is not appropriate to solicit for these Agreements as they are tailored for these unique academic and training purposes.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Board approval of the recommended actions will ensure continuance of the Program for nurse students, which will generate additional qualified nurses for consideration of employment at DHS facilities and other County departments.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mitchell Katz".

Mitchell H. Katz, M.D.

Director

ev

Enclosures

c: Chief Executive Office  
County Counsel  
Executive Office, Board of Supervisors

**TUTORING AND MENTORING PROGRAM  
EXTENSION AMENDMENTS**

**ATTACHMENT A**

COLLEGE NAME		AGREEMENT NO.	AGREEMENT TERM	RECOMMENDED EXTENSION PERIOD	EXTENSION PERIOD COST
1	EAST LOS ANGELES COLLEGE	H-210896	10/19/1999-7/31/14	8/1/2014-7/31/15	\$90,000
2	EL CAMINO COLLEGE-COMPTON EDUCATION CENTER	H-703497	9/16/2008-6/30/14	7/1/2014-6/30/15	\$90,000
3	GLENDALE COMMUNITY COLLEGE	H-300470	7/29/2003-6/30/14	7/1/2014-6/30/15	\$90,000
4	LOS ANGELES HARBOR COLLEGE	H-704548	1/1/2011-6/30/14	7/1/2014-6/30/15	\$69,000
5	LOS ANGELES VALLEY COLLEGE	H-300469	7/29/2003-6/30/14	7/1/2014-6/30/15	\$90,000
MAXIMUM COST					\$429,000

Contract No. H-210896

**DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM  
EAST LOS ANGELES COLLEGE  
SCHOOL OF NURSING AGREEMENT**

Amendment No. 8

THIS AMENDMENT is made and entered into this \_\_\_\_\_ day  
of \_\_\_\_\_, 2014.

by and between

COUNTY OF LOS ANGELES  
(hereafter "County"),

and

EAST LOS ANGELES  
COLLEGE (hereafter  
"Contractor")

Business Address:  
1301 Avenida Cesar Chavez  
Monterey Park, CA 91745

WHEREAS reference is made to that certain document entitled "DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM EAST LOS ANGELES COLLEGE SCHOOL OF NURSING AGREEMENT", dated October 19, 1999, and further identified as County Agreement No. H-210896, between the County and EAST ANGELES COLLEGE, and any Amendments thereto (all hereafter "Agreement"); and

WHEREAS, it is the intent of the parties hereto to amend Agreement to extend its term and to increase the Agreement amount by \$90,000, not to exceed a total contract cost of \$1,757,159 and to provide for the other changes set forth herein; and

WHEREAS, said Agreement provides that changes may be made in accordance with Paragraph 11. ALTERATION OF TERMS of Agreement, made in the form of a written amendment which is formally approved and executed by the parties.

NOW, THEREFORE, the parties hereto agree as follows:

1. This Amendment shall become effective upon Board approval on the date identified at the top of the first page.

2. Paragraph 1, TERM AND TERMINATION, subparagraph A shall be revised as follows:

“1. TERM AND TERMINATION:

- A. The term of this Agreement shall commence effective October 19, 1999 and shall continue in full force and effect to and including July 31, 2015, unless sooner canceled or terminated as provided herein. The Director of Health Services (Director), or his designee, may authorize an extension of the Agreement term for one additional year through June 30, 2016. To implement such extension of time, an Amendment to the Agreement shall be prepared by the County and then executed by the Contractor and by the Director or his designee.”

3. Paragraph 4, DESCRIPTION OF SERVICES, shall be revised as follows:

- “4. DESCRIPTION OF SERVICES: Contractor shall provide County with tutoring/mentoring/recruitment services as described in Exhibits A, A-1, A-2, A-3, A-4, A-5, A-6, A-7, and A-8 attached hereto and incorporated herein by reference.”

4. Paragraph 5, MAXIMUM OBLIGATION OF COUNTY, shall be revised as follows:

- “5. MAXIMUM OBLIGATION OF COUNTY: The County’s maximum obligation for the entire term of this Agreement shall not exceed One Million, Seven Hundred Fifty Seven Thousand One Hundred and Fifty-Nine Dollars (\$1,757,159), as detailed below:

- A. During the period October 19, 1999 through July 31, 2001, the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Eighty-Nine Thousand Nine Hundred Sixty-Three Dollars (\$237,159) in accordance with Exhibits B-1 and B-2, attached hereto and incorporated herein by reference.
- B. During the period August 1, 2001 through July 31, 2003, the maximum obligation of County for all services provided hereunder shall not exceed Two Hundred Forty-Five Thousand Dollars (\$245,000) in accordance with Exhibits B-3 and B-4, attached hereto and incorporated herein by reference.

- C. During the period August 1, 2003 through July 31, 2005, the maximum obligation of County for all services provided hereunder shall not exceed Two Hundred Forty-Five Thousand Dollars (\$245,000) in accordance with Exhibits B-5 and B-6, attached hereto and incorporated herein by reference.
- D. During the period August 1, 2005 through July 31, 2007 the maximum obligation of County for all services provided hereunder shall not exceed Two Hundred Forty-Five Thousand Dollars (\$245,000) in accordance with Exhibits B-7 and B-8, attached hereto and incorporated herein by reference.
- E. During the period August 1, 2007 through July 31, 2009, the maximum obligation of County for all services provided hereunder shall not exceed Two Hundred Forty-Five Thousand Dollars (\$245,000) in accordance with Exhibits B-9 and B-10, attached hereto and incorporated herein by reference.
- F. During the period August 1, 2009 through July 31, 2011, the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Eighty Thousand Dollars (\$180,000) in accordance with Exhibits B-11 and B-12, attached hereto and incorporated herein by reference.
- G. During the period August 1, 2011 through July 31, 2013, the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Eighty Thousand Dollars (\$180,000) in accordance with Exhibits B-13 and B-14, attached hereto and incorporated herein by reference.
- H. During the period August 1, 2013 through July 31, 2014, the maximum obligation of County for all services provided hereunder shall not exceed Ninety Thousand Dollars (\$90,000) in accordance with Exhibit B-15, attached hereto and incorporated herein by reference.
- I. During the period August 1, 2014 through July 31, 2015, the maximum obligation of County for all services provided hereunder shall not exceed Ninety Thousand Dollars (\$90,000) in accordance with Exhibit B-16, attached hereto and incorporated herein by reference.

Program expenditures shall be in accordance with the description of services described in Exhibits A, A-1, A-2, A-3, A-4, A-5, A-6, A-7 and A-

8 for the program costs described in Exhibits B-1, B-2, B-3, B-4, B-5, B-6, B-7, B-8, B-9, B-10, B-11, B-12, B-13, B-14, B-15 and B16 attached hereto and incorporated herein by reference.

County reserves the right to adjust the allocation of program funds described in Exhibits B-16 only upon review and approval of Contractor's written request and justification. In such event, Contractor must submit their request to the Administrator according to the provision set forth in the Agreement under Paragraph 15, NOTICES."

5. Paragraph 6, COMPENSATION, shall be revised as follows:

"6. COMPENSATION:

- A. During the period October 19, 1999 through July 31, 2001, County agrees to compensate Contractor for performing services described in this Agreement in two payments. The first payment of One Hundred Seven Thousand One Hundred and Fifty-Nine Dollars (\$107,159) will be made on or about October 22, 1999. Second payment of One Hundred Thirty Thousand Dollars (\$130,000) will be made on or about August 21, 2000.
- B. During the period August 1, 2001 through July 31, 2003, County agrees to compensate Contractor for performing services described in this Agreement in two payments. The first payment of One Hundred Twenty Two Thousand (\$122, 000) will be made on or about September 1, 2001. The second payment of One Hundred Twenty Three Thousand Dollars (\$123,000) will be made on or about September 1, 2002.
- C. During the period August 1, 2003 through July 31, 2005, County agrees to compensate Contractor for performing services described in this Agreement in two payments. The first payment of One Hundred Twenty Two Five Hundred Dollars (\$122,500) will be made on or about September 1, 2003. The second payment of One Hundred Twenty-Tow Thousand Five Hundred Dollars (122,500) will be made on or about September 1, 2004.
- D. During the period August 1, 2005 through July 31, 2007, County agrees to compensate Contractor for performing services described in this Agreement in two payments. The first payment of On Hundred Seventeen Thousand Dollars (\$117,000) will be made on or about September 1, 2005. The second payment of One Hundred Twenty-Eight Thousand Dollars (\$128,000) will be made on or about September 2, 2006.



- E. During the period August 1, 2007 through July 31, 2009, County agrees to compensate Contractor for performing services described in this Agreement in two payments. The first payment of One Hundred Seventeen Thousand Dollars (\$117,000) will be made on or about September 1, 2007. The second payment of One Hundred Twenty-Eight Thousand Dollars (\$128,000) will be made on or about September 2, 2008.
- F. During the period August 1, 2009 through July 31, 2011, the County agrees to compensate Contractor for performing services described in this Agreement in two payments. The first payment of Ninety Thousand Dollars (\$90,000) will be made on or about September 1, 2009. The second payment of Ninety Thousand Dollars (\$90,000) will be made on or about September 1, 2010.
- G. During the period August 1, 2011 through July 31, 2013, the County agrees to compensate Contractor for performing services described in this Agreement in two payments. The first payment of Ninety Thousand Dollars (\$90,000) will be made on or about September 1, 2011. The second payment of Ninety Thousand Dollars (\$90,000) will be made on or about September 1, 2012.
- H. During the period August 1, 2013 through July 31, 2014, the County agrees to compensate Contractor for performing services described in this Agreement in one payment. The payment of Ninety Thousand Dollars (\$90,000) will be made for performing services described in this Agreement on or about September 1, 2013.
- I. During the period August 1, 2014 through July 31, 2015, the County agrees to compensate Contractor for performing services described in this Agreement in one payment. The payment of Ninety Thousand Dollars (\$90,000) will be made on or about September 1, 2014."

6. Paragraph 10, CONFLICT OF TERMS, shall be revised to read as follows:

- "10. CONFLICT OF TERMS: To the extent there exists any conflict between the language of this Agreement and that of any of the exhibit(s) and attachment(s) attached hereto, the language in this Agreement shall govern and prevail, and the remaining exhibit(s) and attachment(s) shall govern and prevail in the following order:

- A. Exhibits A, A-1, A-2, A-3, A-4, A-5, A-6, A-7, and A-8.
- B. Exhibits B-1,B-2,B-3,B-4,B-5,B-6,B-7,B-8,B-9,B-10,B-11,B-12, B-13, B-14, B-15, B-16, C, D, E, and F.
- C. Attachments I,II,III,IV,V,VI,VII,VIII,IX,X,XI,XII, XIII, XIV, XV, XVI, and XVII.”

7. Exhibits A-8, B-16, and Attachments XVI and XVII shall be added to the Agreement, attached hereto and incorporated in the Agreement by reference.

8. Except for the changes set forth hereinabove, Agreement shall not be changed in any other respect by this Amendment.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be executed by its Director of Health Services and Contractor has caused this Amendment to be executed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By \_\_\_\_\_  
Michell H. Katz, M.D.  
Director of Health Services

EAST LOS ANGELES COLLEGE  
Contractor

By \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Title \_\_\_\_\_  
(AFFIX CORPORATE SEAL HERE)

APPROVED AS TO FORM:  
John Krattli  
County Counsel

By \_\_\_\_\_  
Sharon A. Reichman  
Assistant County Counsel

## **EXHIBIT A-8**

### **DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM**

#### **DESCRIPTION OF CONTRACTOR SERVICES**

1. **DESCRIPTION OF SERVICES:** The purpose of the Department of Health Services Tutoring/Mentoring Program (hereinafter referred to as "Program") is to provide East Los Angeles College's (hereinafter referred to as "ELAC") Nursing Department financial assistance to offer personalized academic and clinical support for nursing students. The Program is designed to improve study skills and enhance the overall learning process. The Program's goal is to assist each student from the ELAC's Nursing Department to seek employment in County health facilities thereafter.

The Program shall provide the following services:

- (1) identify and track students who fit within the criteria of the Program as described in Agreement, paragraph 3, Program Eligibility Requirements; (2) provide lectures in medical/surgical nursing, mental health, and other courses as described in the ELAC's School of Nursing Course Modules as well as lectures preparing students to pass the National Council Licensing Exam for Registered Nurses (hereafter "NCLEX-RN"); (3) Provide weekend and/or extra hospital clinicals where students may participate at County health facilities with ELAC instructors in order to strengthen their clinical skills. The minimum number of students in a weekend clinical group shall be three.
- (4) provide assistance, including evening and weekend hours, consisting of seminars on topics such as assertiveness, communication skills, advocacy, self-esteem building, cultural diversity, and other subjects. In the medical/surgical areas seminar topics will include pharmacology reviews, critical thinking, and documentation/charting. Contractor shall also conduct computation reviews (such as medication calculations) for various nursing courses with a clinical component and conduct pre-nursing preparatory seminars for entering students.
- (5) provide clinical rotations at County health

facilities with Contractor's instructors. (6) participate with County in the active recruitment of nursing students for permanent and/or part time employment with County upon students' graduation and licensure as registered nurses, to include the distribution of a DHS Employment Information Flyer substantially similar to Exhibit XV, attached hereto and incorporated herein, to all Program participants at the end of each 8 week quarter, 4-5 week winter intersession, and 4-5 week or more summer sessions of the award year; (7) provide DHS-ONA in writing of special events for possible participation (such as graduation, Pinning Ceremonies, Semester "Kick Offs", etc.) and (8) the Contractor will comply with the implementation, monitoring and evaluation instruments provided in Attachments I-VI.

## 2. **PROGRAM STATUS AND EXPENDITURE REPORTS**

Contractor agrees to provide quarterly Program status reports and quarterly expenditure status reports to ONA according to the following schedule:

<b>REPORTING PERIOD</b>	<b>DUE DATE</b>
<b>Summer 2014</b>	
July 2014 – August 2014	9/17/14
<b>Fall 2014, 1st Qtr.</b>	
August 2014 – October 2014	11/21/14
<b>Fall 2014, 2nd Qtr.</b>	
October 2014 – December 2014	1/16/15
<b>Winter 2015</b>	
January 2015 – February 2015	3/4/15
<b>Spring 2015, 1st Qtr.</b>	
February 2015 – April 2015	5/6/15
<b>Spring 2015, 2nd Qtr.</b>	
April 2015 – June 2015	7/15/15

\* = Needs to be confirmed with the LACCD Academic calendar.

Quarterly program reports shall include the following information as it relates to nursing students and graduates who participated in the Program:

- The number of nursing students by ethnicity enrolled in the Program.
- The attrition rate for the student population in the nursing program.
- The number of tutoring sessions provided to include dates, names of the course, and the instructor's names.
- The number /percentage of nursing students graduates who pass the NCLEX-RN exam the first time.
- The percentage of nursing students participating in the Program.
- The types of services provided to the nursing students under the Program, which includes: for example: NCLEX review, simulator lab, books, workshops, etc.
- The number/percentage of nursing student graduates hired by DHS and other County Departments.
- The number of nursing student graduates hired by private organizations (for example, Kaiser, Community Partners, etc.) and the reasons the nurses are not hired by DHS and other County Departments.

ONA may request additional reporting information for inclusion in the above referenced quarterly reports and will give Contractor a minimum of ten (10) days' advance notification.

Quarterly expenditure status reports shall be based upon monthly financial reports generated internally by County's Financial Division. The quarterly expenditure report shall include, but not limited to, the expenditure categories

identified in Exhibit B-16, and is to include the name and position title of personnel.

### **3. PROGRAM ELIGIBILITY REQUIREMENT**

Eligibility for the Program shall include, but is not limited to, those students registered in the nursing program who: 1) requests academic assistance from the Contractor, 2) receives less than seventy-five (75) percent on any nursing course examination; 3) receives a less than satisfactory clinical evaluation or is identified by the instructor for needing clinical assistance; 4) has an academic history of not completing or being out of compliance with the nursing curriculum standards in the nursing program; or 5) are otherwise identified or referred by the nursing program staffing representatives as needing academic assistance.

### **4. PROGRAM EVALUATION**

Contractor shall evaluate its Program a minimum of once per quarter/summer for campus lectures and for each for extra clinical using written evaluations of students of Program faculty. The goal is to have 90% of the total student evaluation indicate that the Program activity was of benefit to them. The Nurse Advisor will assess in writing all Program activities scoring below an average of 90% and prepare and implement a plan of corrective action.

In addition, the passing rate of nursing students on NCLEX-RN shall be 75% on the first try. The Nurse Advisor shall prepare a written assessment if less than 75% of graduates are not passing NCLEX-RN, per BRN quarterly reports. The assessment shall include a plan of corrective action.

### **5. PERSONNEL**

For purposes of this Agreement, Program staff will perform the following duties:

- A. **The Nurse Advisor** : The Nurse Advisor shall: (1) serve as the Program Coordinator; (2) select and supervise Program faculty and student workers in concurrence with Nursing Department Chairperson; (3) develop, schedule, and implement mini-lectures/workshops/seminars during the school year, including the summer, winter and off sessions; (4) identify and track students who fit within the criteria of the Program; (5)

provide learning activities for the ongoing retention of students; (6) document all Program activity including, but not necessarily limited to, the Program evaluations referenced in I-VI and the quarterly Program status reports and quarterly expenditure status reports referenced in Paragraph 2; (7) identify pre-nursing students and recommend support courses to encourage success in the overall ADN Program; (8) function as liaison between the Program and ADN faculty; (9) identify and refer students in need of financial assistance and, (10) recruit nursing students for employment upon students' graduation and licensure as registered nurses; (11) document the number of nursing students accepting positions within DHS clinics and hospitals.

- B. **Faculty Tutors:** Faculty Tutor (s) shall meet with smaller subgroups of approximately 3 or more students per tutoring session. The Faculty Tutor shall participate in the mini-lectures/seminars/workshops/academic and or clinical tutoring /mentoring provided by this Program. In addition, sign-in sheets for each tutoring session shall be maintained and shall include: instructor's name, participant names, date, and length of session and brief description of content. Copies of the sign-in logs shall be retained by Contractor and made available to DHS-ONA upon request.
- C. **Student Workers:** Under the supervision of the Nurse Advisor and Program staff, the student workers will: 1) assist Program staff as needed, 2) manage the distribution of learning resource materials, 3) provide typing/filing as needed, 4) act as peer counselors.



**County of L.A.-Dept. of Health Services  
East Los Angeles College  
Tutoring/Mentoring Program  
AUGUST 1, 2014 - JULY 31 2015**

**Summer 2014 Period Begins**  
**Fall 2014 - Academic Period Begins**

**August 1-31, 2014**  
**Sep. 2, 2014 to December 21, 2014**

								<b>Total Cost</b>
<b>Personnel</b>	<b>No.of Hrs.</b>	<b>Hrly Rates</b>	<b>EB Rates</b>	<b>Emp.Ben.</b>	<b>Rate+Ben.</b>	<b>Total Salaries</b>	<b>Total Ben.</b>	<b>Sal. &amp;Ben.</b>
<b>Faculty Tutors</b> (84hrs/mo.x 5 mos.)	420	65.19	9.70%	6.32	71.51	27,379.80	2,655.84	30,035.64
<b>Student Workers (2)</b> (40hrs/mo.x 5mos.)	400	11.04	0.00%	0.00	11.04	4,416.00	0.00	4,416.00
<b>Office&amp;Clerical (2)</b> (5hrs/mo. X5mos.)	50	64.12	0.00%	0.00	64.12	3,206.00	0.00	3,206.00
<b>Total - Summer 2014 &amp; Fall 2014 Sessions</b>						<b>35,001.80</b>	<b>2,655.84</b>	<b>37,657.64</b>

**Winter 2015 Period Begins**  
**Spring 2015 - Academic Period Begins**

**January 5 to February 8, 2015**  
**February 9 to June 7, 2015**

								<b>Total Cost</b>
<b>Personnel</b>	<b>No.of Hrs.</b>	<b>Hrly Rates</b>	<b>EB Rates</b>	<b>Emp.Ben.</b>	<b>Rate+Ben.</b>	<b>Total Salaries</b>	<b>Total Ben.</b>	<b>(Sal. &amp;Ben.)</b>
<b>Faculty Tutors</b> (84hrs/mo.x 5 mos.)	420	65.19	9.70%	6.32	71.51	27,379.80	2,655.84	30,035.64
<b>Student Workers (2)</b> (40hrs/mo.x 5mos.)	400	11.04	0.00%	0.00	11.04	4,416.00	0.00	4,416.00
<b>Office&amp;Clerical (2)</b> (5hrs/mo. X5mos.)	50	64.12	0.00%	0.00	64.12	3,206.00	0.00	3,206.00
<b>Total - Winter &amp;Spring 2015 Sessions</b>						<b>35,001.80</b>	<b>2,655.84</b>	<b>37,657.64</b>

**Summer 2015 Period Begins**

**June 15- July 31, 2015**

								<b>Total Cost</b>
<b>Personnel</b>	<b>No.of Hrs.</b>	<b>Hrly Rates</b>	<b>EB Rates</b>	<b>Emp.Ben.</b>	<b>Rate+Ben.</b>	<b>Total Salaries</b>	<b>Total Ben.</b>	<b>Sal. &amp;Ben.</b>
<b>Faculty Tutors</b> 85hrs./mox1 3/4mos.)	148	65.19	5.45%	3.55	68.74	9,648.12	525.82	10,173.94
<b>Student Workers (2)</b> (40 hrs/mo.x 1 3/4mos.)	140	11.04	0.00%	0.00	11.04	1,545.60	0.00	1,545.60
<b>Office&amp;Clerical (2)</b> (5hrs/mo. X1 3/4mos.)	17.5	64.12	0.00%	0.00	64.12	1,122.10	0.00	1,122.10
<b>Total - Summer 2015 Sessions</b>						<b>12,315.82</b>	<b>525.82</b>	<b>12,841.66</b>

**COST OF CONTRACT PERSONNEL & Employee Benefits - 2014-15**

**\$88,156.94**

**COST OF CONTRACT SUPPLIES - FIRST YEAR 2014-15**

**1,843.06**

**TOTAL COST OF CONTRACT - FIRST YEAR 2014-15**

**\$90,000.00**

**County of L.A.-Dept. of Health Services  
East Los Angeles College  
Tutoring/Mentoring Grant Program  
JULY 1, 2015 - JUNE 30 2016  
Exhibit B-17**

Summer 2015 Period Begins  
Fall 2015 - Academic Period Begins

August 1-31, 2015  
Sep. 2, 2014 to December 20, 2015

								Total Cost
Personnel	No.of Hrs.	Hrly Rates	EB Rates	Emp.Ben.	Rate+Ben.	Total Salaries	Total Ben.	Sal. &Ben.
<b>Faculty Tutors</b> (84hrs/mo.x 5 mos.)	420	65.19	9.70%	6.32	71.51	27,379.80	2,655.84	30,035.64
<b>Student Workers (2)</b> (40hrs/mo.x 5mos.)	400	11.04	0.00%	0.00	11.04	4,416.00	0.00	4,416.00
<b>Office&amp;Clerical (2)</b> (5hrs/mo. X5mos.)	50	64.12	0.00%	0.00	64.12	3,206.00	0.00	3,206.00
<b>Total - Summer 2015 &amp; Fall 2015 Sessions</b>						<b>35,001.80</b>	<b>2,655.84</b>	<b>37,657.64</b>

Winter 2016 Period Begins  
Spring 2016 - Academic Period Begins

January 4 to February 6, 2016  
February 8 to June 5, 2016

								Total Cost
Personnel	No.of Hrs.	Hrly Rates	EB Rates	Emp.Ben.	Rate+Ben.	Total Salaries	Total Ben.	(Sal. &Ben.)
<b>Faculty Tutors</b> (84hrs/mo.x 5 mos.)	420	65.19	9.70%	6.32	71.51	27,379.80	2,655.84	30,035.64
<b>Student Workers (2)</b> (40hrs/mo.x 5mos.)	400	11.04	0.00%	0.00	11.04	4,416.00	0.00	4,416.00
<b>Office&amp;Clerical (2)</b> (5hrs/mo. X5mos.)	50	64.12	0.00%	0.00	64.12	3,206.00	0.00	3,206.00
<b>Total - Winter &amp;Spring 2016 Sessions</b>						<b>35,001.80</b>	<b>2,655.84</b>	<b>37,657.64</b>

Summer 2016 Period Begins

June 13- July 31, 2016

								Total Cost
Personnel	No.of Hrs.	Hrly Rates	EB Rates	Emp.Ben.	Rate+Ben.	Total Salaries	Total Ben.	Sal. &Ben.
<b>Faculty Tutors</b> 85hrs./mox1 3/4mos.)	148	65.19	5.45%	3.55	68.74	9,648.12	525.82	10,173.94
<b>Student Workers (2)</b> (40 hrs/mo.x 1 3/4mos.)	140	11.04	0.00%	0.00	11.04	1,545.60	0.00	1,545.60
<b>Office&amp;Clerical (2)</b> (5hrs/mo. X1 3/4mos.)	17.5	64.12	0.00%	0.00	64.12	1,122.10	0.00	1,122.10
<b>Total - Summer 2016 Sessions</b>						<b>12,315.82</b>	<b>525.82</b>	<b>12,841.66</b>

COST OF CONTRACT PERSONNEL & Employee Benefits - 2015-16

**\$88,156.94**

COST OF CONTRACT SUPPLIES - FIRST YEAR 2015-16

**1,843.06**

TOTAL COST OF CONTRACT - FIRST YEAR 2015-16

**\$90,000.00**

# East Los Angeles College

AUGUST 1, 2014 – JULY 31, 2015

## Curriculum Description of Courses

Course #	Course Name	Course Description
N265	Fundamentals in Nursing	This course introduces fundamental concepts of the nursing profession, including its history, theory, ethical, and legal considerations as well as the program's conceptual framework utilizing the Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental Theory.
N266	Nursing Process & Practice in the Care of the Adult Client I	This beginning medical-surgical nursing course integrates critical thinking skills as it introduces the student to concepts and principles of basic nursing care for clients with alterations in hematological, immunological, oncological and integumentary systems, utilizing the Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental Theory.
N267	Nursing Process & Practice in the care of the Adult Client II	This medical-surgical nursing course provides theoretical and clinical experiences in the care of the adult client with alterations in oxygenation, ventilation, tissue perfusion, metabolic & hormonal regulation utilizing the Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental Theory.
N268	Nursing Process & Practice in the care of clients w/Alterations in Mental Health	This course provides theoretical and clinical experience in the care of clients with alterations in mental health utilizing the Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental Theory.
N269	Nursing Process & Practice in the care of the Adult Client III	This medical-surgical nursing course provides theoretical and clinical experiences in the care of the adult client with alterations in genitourinary, fluid/electrolyte, musculoskeletal, gastrointestinal and hepatobiliary systems utilizing the Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental Theory.
N270	Nursing Process & Practice in the care of Children	This course is designed to prepare the student to provide safe and effective Nursing care to the Pediatric Client utilizing the Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental Theory. Theoretical/clinical concepts include health maintenance and complications emphasizing emotional, psychosocial, cultural and legal aspects.
N271	Nursing Process & Practice in the care of Women and the Newborn	This course is designed to prepare the student to undertake her/his role as in providing safe and effective care to women and the newborn. Emphasis is made on the physiological care and complications including the emotional, psychosocial, cultural, and legal aspects utilizing the Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental Theory. Clinical experience is provided in a variety of community settings.
N272	Nursing Process & Practice in the care of the Adult Client IV	This medical-surgical nursing course provides theoretical and clinical experiences in the care of adult clients with complex medical or surgical alterations including neurosensory and emergency situations utilizing the Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental Theory.
N273	Role Transition	This course introduces the role of professional nursing from past to present addressing legal/ethical issues and delivery of care in a multi-cultural society. Emphasis is placed on professional accountability and the ability to demonstrate critical thinking when solving complex client care issues.
N274 cont/next page	Role Transition /Preceptorship	This theory course is taught concurrently with Preceptorship. It offers students the opportunity to explore major factors involved in the transition from the student role to that of the professional registered nurse focusing on effective leadership and

		management, utilizing the Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental Theory in managing client care. The clinical component is taught concurrently with Role Transition Part II. It is designed to facilitate/ease the transition from generic student and LVN to Registered Nurse. Focus is on allowing the student to perform nursing duties/responsibilities under the supervision of a RN preceptor, utilizing the Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental Theory.
N275A	Pharmacology I	This course introduces basic pharmacological therapy and mathematical computations of drugs to first year nursing students utilizing the Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental Theory.
N275B	Pharmacology II	This course focuses on the nurse's role and responsibilities in the medication administration process. Emphasis is placed on assessment of client's health status, knowledge of various pharmacological agents, expected outcomes and health teaching, utilizing the Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental theory.
N276	Introduction to the Nursing Process	This course introduces Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental Needs and how to develop a nursing care plan.
N277	Health Assessment	This course introduces beginning nursing students to basic physical assessment tools and skills in developing a client's health history and conducting head to toe physical examinations. The Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental Theory will be discussed and utilized to integrate assessment findings.



Attachment XVII  
**LOS ANGELES COUNTY  
DEPARTMENT OF HEALTH SERVICES**



LOS ANGELES COUNTY EMPLOYMENT APPLICATIONS ARE AVAILABLE AT:

WEBSITE: <http://www.ladhs.org/wps/portal/nursing>

Click on *Vacancy Announcements* tab to view our vacancy postings

**OFFICE OF NURSING AFFAIRS – ADMINISTRATION**

Vivian Branchick, RN – Chief Nursing Officer /  
Director of Nursing Affairs/[vbranchick@dhs.lacounty.gov](mailto:vbranchick@dhs.lacounty.gov)  
Grace Ibanez, RN – Nursing Director/ [gibanez@dhs.lacounty.gov](mailto:gibanez@dhs.lacounty.gov)  
Cheri Vodros – Management Secretary /[carmstrong@dhs.lacounty.gov](mailto:carmstrong@dhs.lacounty.gov)  
313 North Figueroa, Room 904, Los Angeles, CA 90012  
(213) 240-7702 / Fax: (213) 482-9421  
**Send Resumes To K. Cho**  
Katherine Cho, RN, MSN - Assistant Nursing Director / [katcho@dhs.lacounty.gov](mailto:katcho@dhs.lacounty.gov)  
7601 E. Imperial Highway, Building 503, Rm. 77  
Downey, CA 90242  
(562) 401-7753 Fax: (562) 803-6231

**Nurse Recruiter List**

**HARBOR-UCLA MEDICAL CENTER**

Vacant - Nurse Recruiter  
Alan Noel, RN, BSN – Nurse Recruiter  
1000 West Carson Street, Bldg. N-25, Rm. W107  
Torrance, CA 90509  
(310) 222-2512  
Fax: (310) 787-0065 [alnoel@dhs.lacounty.gov](mailto:alnoel@dhs.lacounty.gov)

**LAC+USC HEALTHCARE NETWORK**

Debi Farris, RN, BSN, CHCR - Nurse Recruiter  
Laura Pineda, RN, MSN – Nurse Recruiter  
Vacant – Nurse Recruiter  
1200 N. State Street, Room C2C112 Inpatient Tower  
Los Angeles, CA 90033  
(323) 409-4664 [dpopkins@dhs.lacounty.gov](mailto:dpopkins@dhs.lacounty.gov) or  
Fax: (323) 441-8039 [lpineda@dhs.lacounty.gov](mailto:lpineda@dhs.lacounty.gov) or

**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER**

Sharon F. Arnwine RN, MS, CNO/Nurse Recruiter  
Maribel Rosas, RN, BSN – Nurse Recruiter  
7601 E. Imperial Highway, Building 503, Rm. 77  
Downey, CA 90242  
(562) 401-7912 [sarnwine@dhs.lacounty.gov](mailto:sarnwine@dhs.lacounty.gov) or  
Fax: (562) 803-6231 [mprosas@dhs.lacounty.gov](mailto:mprosas@dhs.lacounty.gov)

**VALLEYCARE OLIVE VIEW- UCLA MEDICAL CENTER AND HEALTH CENTER**

Richard Guitche, RN, BSN – Nurse Recruiter  
Susanna Mortimer, RN, MSN – Nurse Recruiter  
14445 Olive View Drive, Rm. 2C206  
Sylmar, CA 91342  
(818) 364-3317 [rguitche@dhs.lacounty.gov](mailto:rguitche@dhs.lacounty.gov) or  
Fax: (818) 364-3326 [smortimer@dhs.lacounty.gov](mailto:smortimer@dhs.lacounty.gov)

Contract No. H-703497

**DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM  
EL CAMINO COLLEGE-COMPTON COMMUNITY EDUCATION CENTER  
AGREEMENT**

Amendment No. 5

THIS AMENDMENT is made and entered into this \_\_\_\_\_ day  
of \_\_\_\_\_, 2014

by and between

COUNTY OF LOS ANGELES  
(hereafter "County"),

and

EL CAMINO COLLEGE-  
COMPTON COMMUNITY  
EDUCATION CENTER  
(hereafter "Contractor")

Business Address:  
1111 E. Artesia Blvd.  
Compton, CA 90221

WHEREAS reference is made to that certain document entitled "DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM EL CAMINO COLLEGE-COMPTON COMMUNITY EDUCATION CENTER AGREEMENT", dated September 16, 2008, and further identified as County Agreement No.H-703497, between the County and EL CAMINO COLLEGE-COMPTON EDUCATION CENTER, and any Amendments thereto (all hereafter "Agreement"); and

WHEREAS, it is the intent of the parties hereto to amend Agreement to extend its term and to increase the Agreement amount by \$90,000, not to exceed a total contract cost of \$630,000 and to provide for the other changes set forth herein; and

WHEREAS, said Agreement provides that changes may be made in accordance with Paragraph 14. ALTERATION OF TERMS of Agreement, made in the form of a written amendment which is formally approved and executed by the parties.

NOW, THEREFORE, the parties hereto agree as follows:

1. This Amendment shall become effective upon Board approval on the date identified at the top of the first page.

2. Paragraph 1, TERM, shall be revised as follows:

“1. TERM:

A. The term of this Agreement shall commence effective September 16, 2008 and shall continue in full force and effect to and including June 30, 2015, unless sooner canceled or terminated as provided herein. The Director of Health Services, or his designee, may authorize an extension of the Agreement term for one additional year through June 30, 2016. To implement such extension of time, an Amendment to the Agreement shall be prepared by the County and then executed by the Contractor and by the Director or his designee, subject to review and approval by County Counsel, and notification to Board of Supervisors and Chief Executive Office.”

3. Paragraph 3, DESCRIPTION OF SERVICES, shall be revised as follows:

“3. DESCRIPTION OF SERVICES: Contractor shall provide County with tutoring/mentoring/recruitment services as described in Exhibits A, A-1, A-2, A-3 and A-4 attached hereto and incorporated herein by reference.”

4. Paragraph 4, MAXIMUM OBLIGATION OF COUNTY, shall be revised as follows:

“4. MAXIMUM OBLIGATION OF COUNTY: The County’s maximum obligation for the entire term of this Agreement shall not exceed Six Hundred Thirty Thousand Dollars (\$630,000), as detailed below:

A. During the period September 16, 2008 through June 30, 2010, the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Eighty Thousand Dollars (\$180,000) in accordance with Exhibits B-1 and B-2, attached hereto and incorporated herein by reference.

B. During the period July 1, 2010 through June 30, 2012, the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Eighty Thousand Dollars (\$180,000) in accordance with Exhibits B-3 and B-4, attached hereto and incorporated herein by reference.

C. During the period July 1, 2012 through June 30, 2013, the maximum obligation of County for all services provided hereunder shall not exceed Ninety Thousand Dollars (\$90,000) in accordance

with Exhibit B-5, attached hereto and incorporated herein by reference.

- D. During the period July 1, 2013 through June 30, 2014 the maximum obligation of County for all services provided hereunder shall not exceed Ninety Thousand Dollars (\$90,000) in accordance with Exhibit B-6, attached hereto and incorporated herein by reference.
- E. During the period July 1, 2014 through June 30, 2015 the maximum obligation of County for all services provided hereunder shall not exceed Ninety Thousand Dollars (\$90,000) in accordance with Exhibit B-7, attached hereto and incorporated herein by reference.

Program expenditures shall be in accordance with the description of services described in Exhibits A, A-1, A-2, A-3, and A-4 for the program costs described in Exhibits B-1, B-2, B-3, B-4, B-5, B-6, and B-7, attached hereto and incorporated herein by reference.

County reserves the right to adjust the allocation of program funds described in Exhibit B-7 only upon review and approval of Contractor's written request and justification. In such event, Contractor must submit their request to the Administrator according to the provision set forth in the Agreement under Paragraph 16, NOTICES."

- 5. Paragraph 5, COMPENSATION, shall be revised as follows:

"5. COMPENSATION:

- A. During the period of September 16, 2008 through June 30, 2010, County agrees to compensate Contractor for performing services described in this Agreement in two payments. The first payment of One Hundred and Twenty Thousand Dollars (\$120,000) will be made on or about October 1, 2008. The second payment of Sixty Thousand Dollars (\$60,000) will be made on or about December 1, 2009.
- B. During the period of July 1, 2010 through June 30, 2012, County agrees to compensate Contractor for performing services described in this Agreement in two payments. The first payment of Ninety Thousand Dollars (\$90,000) will be made on or about October 1, 2010. The second payment of Sixty Thousand Dollars (\$60,000) will be made on or about October 1, 2011.



- C. During the period of July 1, 2012 through June 30, 2013, County agrees to compensate Contractor for performing services described in this Agreement in one payment for performing services described in this Agreement. The payment of Ninety Thousand Dollars (\$90,000) will be made on or about October 1, 2012.
- D. During the period of July 1, 2013 through June 30, 2014, County agrees to compensate Contractor for performing services described in this Agreement in one payment. The payment of Ninety Thousand Dollars (\$90,000) will be made on or about September 1, 2013.
- F. During the period of July 1, 2014 through June 30, 2015, County agrees to compensate Contractor for performing services described in this Agreement in one payment. The payment of Ninety Thousand Dollars (\$90,000) will be made on or about September 1, 2014. "

6. Paragraph 13, CONFLICT OF TERMS, shall be revised to read as follows:

"13. CONFLICT OF TERMS: To the extent there exists any conflict between the language of this Agreement, ADDITIONAL PROVISIONS and that of any of the exhibit(s) and attachment(s) attached hereto, the language in this Agreement shall govern and prevail, and the remaining exhibit(s) and attachment(s) shall govern and prevail in the following order:

- A. Exhibits A, A-1, A-2, A-3 and A-4.
- B. Exhibits B-1, B-2, B-3, B-4, B-5, B-6, B-7, C, C-1, D, E, and F.
- C. Attachments I, II, III, IV, V, VI, VII, VIII, IX, X, XI, XII, and XIII."

7. Exhibits A-4, B-7, and Attachments XII and XIII shall be added to the Agreement, attached hereto and incorporated in the Agreement by reference.

8. Except for the changes set forth hereinabove, Agreement shall not be changed in any other respect by this Amendment.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be executed by its Director of Health Services and Contractor has caused this Amendment to be executed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By \_\_\_\_\_  
Michell H. Katz, M.D.  
Director of Health Services

EL CAMINO COLLEGE-COMPTON  
COMMUNITY EDUCATION CENTER  
Contractor

By \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Title \_\_\_\_\_  
(AFFIX CORPORATE SEAL HERE)

APPROVED AS TO FORM:  
John Krattli  
County Counsel

By \_\_\_\_\_  
Sharon A. Reichman  
Assistant County Counsel

ev:3/26/14

## EXHIBIT A-4

### Department of Health Services Tutoring/Mentoring Program

#### STATEMENT OF WORK

1. **DESCRIPTION OF SERVICES:** The purpose of the Department of Health Services (DHS) Tutoring/Mentoring Program (hereinafter referred to as "Program") is to provide El Camino College Compton Center Nursing Department (hereinafter referred to as "Center") with financial assistance to offer personalized academic and clinical support for nursing students. The Program is designed to improve study skills and enhance the overall learning process. The Program's goal is to assist each nursing student from the Center's Nursing Department to seek employment in County Health Facilities thereafter.

The Program shall provide the following services: (1) identify, refer and track nursing students who fit within the criteria of the Program, as described in paragraph 3; (2) provide lectures in medical/surgical nursing, mental health, and other courses as described in the Center's School of Nursing Modules as well as preparing nursing students to pass the National Council Licensing Exam for Registered Nurses ( NCLEX-RN); (3) provide seminars and/ or workshops, as a supplement to the nursing curriculum, on topics such as written and oral communication skills, academic advisement, stress management, study skills, pharmacology reviews, clinical remediation, information competency, math computation calculations and other subjects; (4) participate with County Health Facilities in the active recruitment of nursing students for permanent employment with County upon students' graduation and licensure as registered nurses. (5) circulate the County of Los Angeles, DHS benefit information and the Employment Information Flyer (Attachment XI) to all Program participants at the end of each 8

## EXHIBIT A-4

### Department of Health Services Tutoring/Mentoring Program

week quarter, 4-5 week winter intersession, and 4-5 week or longer summer sessions; (6) provide the Office of Nursing Affairs (hereinafter "ONA") with written information about the recruitment event activities offered in collaboration with ONA, (such as graduation, pinning ceremonies, semester "kick offs", and nursing job fairs); and (7) the Contractor will comply with the requirements related to the implementation, monitoring, and evaluation instruments provided in Attachments I – IV of the Agreement.

#### 2. **PROGRAM STATUS AND EXPENDITURE REPORTS**

Contractor agrees to provide quarterly Program status reports and quarterly expenditure reports to ONA according to the following schedule:

<b>Report Period</b>	<b>Due Date</b>
<b>Summer 2014</b>	
(July 2014 to September 2014)	10/31/2014
<b>Fall 2014</b>	
(October 2014 to December 2014)	1/31/2015
<b>Winter 2015</b>	
(January 2015 to March 2015)	4/30/2015
<b>Spring 2015</b>	
(April 2015 to June 2015)	7/31/2015

Quarterly program reports shall include the following information as it relates to nursing students and graduates who participated in the Program:

- The number of nursing students by ethnicity enrolled in the Program.
- The attrition rate for the student population in the nursing program.

## **EXHIBIT A-4**

### **Department of Health Services Tutoring/Mentoring Program**

- The number of tutoring sessions provided to include dates, names of the course, and the instructor's names.
- The number /percentage of nursing students graduates who pass the NCLEX-RN exam the first time.
- The percentage of nursing students participating in the Program.
- The types of services provided to the nursing students under the Program, which includes: for example: NCLEX review, simulator lab, books, workshops, etc.
- The number/percentage of nursing student graduates hired by DHS and other County Departments.
- The number of nursing student graduates hired by private organizations (for example, Kaiser, Community Partners, etc.) and the reasons the nurses are not hired by DHS and other County Departments.

ONA may request additional reporting information for inclusion in the above referenced quarterly reports and will give Contractor a minimum of ten (10) days' advance notification.

Quarterly expenditure reports shall be based upon quarterly financial reports generated internally by Contractor. The quarterly expenditure report shall include: the expenditure categories identified in Exhibit B-7, including the name, position title of personnel, and new staff hired within the quarter.

### **3. PROGRAM ELIGIBILITY REQUIREMENT**

Nursing students who are registered at the Center are eligible for the Program if they: (1) request academic assistance from the Contractor, (2) receive less than seventy-five percent (75%) on any nursing course examination at the Center, (3) have an academic history demonstrating incomplete performance of or noncompliance with

## **EXHIBIT A-4**

### **Department of Health Services Tutoring/Mentoring Program**

the nursing curriculum standards at the Center, or (4) are otherwise identified as needing academic assistance or referred by the school staffing representative at the Centers.

#### **4. PROGRAM EVALUATION**

Contractor shall evaluate its Program a minimum of once per quarter by using written evaluations from students for each Program activity as described in Attachment I-IV of the Agreement.

These evaluations will: (1) identify nursing students who receive less than seventy-five percent (75%) on any nursing course examination at the Center, and these students will be referred to the Program for academic assistance; and (2) track the nursing student's passage rate for the NCLEX-RN exam (including the rate for first time test takers), and prepare a written assessment if less than 75% of the graduates are not passing NCLEX-RN per the Board Registered Nurse quarterly reports. Another goal of the Program is to ensure that at least 90% participating nursing students indicate that the activities are beneficial. The Nurse Advisor will implement a plan of corrective action (POCA) for any activities that do not meet these standards.

#### **5. PERSONNEL**

For the purpose of this Agreement, Program staff will perform the following duties:

##### **A. Nurse Advisor:**

The Nurse Adviser shall: (1) serve as the Program Coordinator; (2) select and supervise Program faculty and student workers in concurrence with Nursing Department Chairperson; (3) develop and schedule preparatory lectures and

## **EXHIBIT A-4**

### **Department of Health Services Tutoring/Mentoring Program**

workshops throughout the school year, including the summer and winter sessions: (4) identify, refer and track nursing students who fit within the criteria of the Program; (5) provide learning activities for ongoing retention of students; (6) document all Program activities, including the Program evaluations referenced in Attachments I-IV and the quarterly Program reports and expenditure reports referenced in this Exhibit A-3, Paragraph 2; (7) identify pre-nursing students and provide academic counseling to ensure success with the Associate Degree in Nursing (ADN) Program; (8) function as a liaison between the Program and ADN faculty; (9) identify and refer nursing students in need of financial assistance; (10) recruit nursing students for County employment upon graduation and licensure as Registered Nurses; and (11) document the number of nursing students who accept positions within DHS clinics and hospitals.

#### **B. Faculty Tutors:**

Faculty Instructors/Tutors (herein defined as "Faculty Instructors") shall meet with small groups of approximately 3 or more nursing students per tutoring session. The Faculty Instructor shall participate in the preparatory lectures and workshops and clinical Program courses provided by this Program. In addition, sign-in sheets for each tutoring session shall be maintained by the Program and include: the Faculty Instructor's name, participant names, date, length of the tutoring session, and brief description of content covered during the tutoring session. Copies of the sign-in sheets shall be retained by Contractor and made available to ONA's monitor upon request.

## EXHIBIT A-4

### Department of Health Services Tutoring/Mentoring Program

C. **Student Tutors:**

Under the supervision of the Nurse Advisor and other Program staff, the Teaching Assistant/Student Tutors (herein defined as “Student Tutors”) will: (1) assist nursing students with the use of learning laboratory and resources; (2) assist nursing students on computers; (3) supervise nursing students when practicing clinical skills; and (4) assist the Program staff with other duties as needed.

D. **Student Workers:**

Under the supervision of the Nurse Advisor and other Program staff, the Student Workers will (1) assist program staff with typing, filing, and other duties as needed; (2) manage the distribution of learning resource materials; and (3) act as peer counselors for nursing students.



**BUDGET DETAIL SHEET**  
**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES**  
**MENTORING PROGRAM**  
**JULY 1, 2014 - JUNE 30, 2015**

Exhibit B7

**District:** Compton Community College

**College:** El Camino College-Compton Community Educational Center

<b>Program Year: 2014 - 2015</b>		
<b>Source of Funds: DHS Mentoring Program</b>		
<b>Item</b>	<b>Total # of Hours Hourly Salary</b>	<b>Project Funds Requested</b>
<b>Instructional Supplies</b>		
Instructional Material July1, 2014 - June 30, 2015	Supplemental Instruction Material / NCLEX- RN Preparation Material	7,110.46
<b>Summer 2014</b>		
<b>Item</b>	<b>Hourly Salary</b>	<b>Funds</b>
<b>Faculty Tutors (Simulation Lab)</b>	10 hrs/wk x 12 weeks = 120 hours x 60/hr	7,200
	Benefits - 14%	1,008
<b>Faculty Tutors (Individual / Group Remediation)</b>	7hrs/wk x 16 weeks = 96 hours x 60/hr	6,720.00
	Benefits - 14%	940.80
<b>Student Worker</b>	25 hrs/wk x 12 weeks = 300 hours x 15/hr	4,500
	Subtotal	20,369

<b>Fall 2014</b>		
<b>Directed Study in Nursing</b>		
<b>Faculty Tutor ( Dosage Calc Clinic)</b>	3.0 hr/wk x 16 weeks = 48 X \$60/hr	2,880.00
	Benefits - 14%	403.20
<b>Faculty Tutors (Simulation Lab)</b>	12 hrs/wk x 16 weeks = 192 hours x 60/hr	11,520.00
	Benefits - 14%	1,612.80
<b>Faculty Tutors (Individual / Group Remediation)</b>	7hrs/wk x 16 weeks = 96 hours x 60/hr	6,720.00
	Benefits - 14%	940.80
<b>Student Worker</b>	25 hrs/wk x 16 weeks = 400 hours x 15/hr	6,000
	Subtotal	30,076.80

**BUDGET DETAIL SHEET**  
**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES**  
**MENTORING PROGRAM**  
**JULY 1, 2014 - JUNE 30, 2015**

Exhibit B7

<b>Spring 2015</b>		
<b>Item</b>	<b>Hourly Salary</b>	<b>Funds</b>
<b>Directed Study in Nursing</b>		
<b>Faculty Tutor ( Dosage Calc Clinic)</b>	3.0 hr/wk x 16 weeks = 48 X \$60/hr	2,880.00
	Benefits - 14%	403.20
<b>Faculty Tutors (Simulation Lab)</b>	12 hrs/wk x 16 weeks = 192 hours x 60/hr	11,520.00
	Benefits - 14%	1,613
<b>Faculty Tutors (Individual / Group Remediation)</b>	6 hrs/wk x 16 weeks = 96 hours x 60/hr	5,760
	Benefits - 14%	806
<b>Student Worker</b>	25 hrs/wk x 16 weeks = 400 hours x 15/hr	6,000
	Subtotal	28,982

<b>Subtotal of Summer 2014, Fall 2014, Spring 2015</b>		86,538
<b>Total Indirect Costs (4% of budget)</b>		3,462
<b>Grand Total of Grant</b>		90,000

ATTACHMENT XII

El Camino College – Compton Community Educational Center Department of Nursing

Los Angeles County, DHS Tutoring and Mentoring Program

List of Supplemental Tutoring Sessions

July 1, 2014 to June 30, 2015

**Curriculum: Directive Study in Nursing Subtopics**

	Individual/Group Remediation Fundamentals Skills & Concepts
1.	Basic Nursing Concepts
2.	Test Taking/Study Skills
3.	Basic to Intermediate Clinical Skills Review
4.	Nursing Assessment
5.	Communication/Documentation Process

	Individual/Group Remediation Nursing Care Plan Clinic
1.	Nursing Process/Care Plan Review

	Individual/Group Remediation Drug Solution & Dosage Calculation Clinic
1.	Basic – Advanced Pharmacology Review
2.	Drug and Solution Computation – Oral, Parenteral, Intravenous
3.	Medication Administration

	Individual/Group Remediation Medical – Surgical
1.	Cardiac System Review
2.	Respiratory System Review
3.	Neurological System Review
4.	Hematology System Review
5.	Fluid & Electrolyte System Review
6.	Gastrointestinal System Review

7.	Genitourinary System Review
8.	Mock Code Blue
9.	Acid Base Balance & ABG Interpretation
10.	Ear, Nose and Throat Complications
11.	Endocrine System Review
12.	Care of the Diabetic Client – Controlled and Uncontrolled
13.	Basic – Advanced Pharmacology Review as it relates to the various components in Medical Surgical Nursing

	<b>Individual/Group Remediation Maternal Child Health</b>
1.	Care of the OB GYN Client
2.	Women's Health Review
3.	Care of the Pediatric Client
4.	Basic – Advanced Pharmacology Review as it relates to Women's Health and OBGYN Client

	<b>Individual/Group Remediation Psychiatric</b>
1.	Mental Health Nursing Review
2.	Crisis & Substance Abuse
3.	Communication/Process of Recording
4.	Anxiety Disorders
5.	Mood Disorders
6.	Defense Mechanisms
7.	Basic – Advanced Pharmacology Review



Attachment XIII  
**LOS ANGELES COUNTY  
DEPARTMENT OF HEALTH SERVICES**



LOS ANGELES COUNTY EMPLOYMENT APPLICATIONS ARE AVAILABLE AT:

WEBSITE: <http://www.ladhs.org/wps/portal/nursing>

Click on *Vacancy Announcements* tab to view our vacancy postings

**OFFICE OF NURSING AFFAIRS – ADMINISTRATION**

Vivian Branchick, RN – Chief Nursing Officer /  
Director of Nursing Affairs/[vbranchick@dhs.lacounty.gov](mailto:vbranchick@dhs.lacounty.gov)  
Grace Ibanez, RN – Nursing Director/ [gibanez@dhs.lacounty.gov](mailto:gibanez@dhs.lacounty.gov)  
Cheri Vodros – Management Secretary /[carmstrong@dhs.lacounty.gov](mailto:carmstrong@dhs.lacounty.gov)  
313 North Figueroa, Room 904, Los Angeles, CA 90012  
(213) 240-7702 / Fax: (213) 482-9421  
**Send Resumes To K. Cho**  
Katherine Cho, RN, MSN - Assistant Nursing Director / [katcho@dhs.lacounty.gov](mailto:katcho@dhs.lacounty.gov)  
7601 E. Imperial Highway, Building 503, Rm. 77  
Downey, CA 90242  
(562) 401-7753 Fax: (562) 803-6231

**Nurse Recruiter List**

**HARBOR-UCLA MEDICAL CENTER**

Vacant - Nurse Recruiter  
Alan Noel, RN, BSN – Nurse Recruiter  
1000 West Carson Street, Bldg. N-25, Rm. W107  
Torrance, CA 90509  
(310) 222-2512  
Fax: (310) 787-0065 [alnoel@dhs.lacounty.gov](mailto:alnoel@dhs.lacounty.gov)

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Fax: (323) 441-8039 [lpineda@dhs.lacounty.gov](mailto:lpineda@dhs.lacounty.gov) or

**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER**

Sharon F. Arnwine RN, MS, CNO/Nurse Recruiter  
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Fax: (818) 364-3326 [smortimer@dhs.lacounty.gov](mailto:smortimer@dhs.lacounty.gov)

Contract No. H-300470

**DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM  
GLENDALE COMMUNITY COLLEGE  
SCHOOL OF NURSING AGREEMENT**

Amendment No. 6

THIS AMENDMENT is made and entered into this \_\_\_\_\_ day  
of \_\_\_\_\_, 2014

by and between

COUNTY OF LOS ANGELES  
(hereafter "County"),

and

GLENDALE COMMUNITY  
COLLEGE (hereafter  
"Contractor")

Business Address:  
1500 Verdugo Rd.  
Glendale, CA 91208

WHEREAS reference is made to that certain document entitled "DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM GLENDALE COMMUNITY COLLEGE SCHOOL OF NURSING AGREEMENT", dated July 29, 2003, and further identified as County Agreement No.H-300470, between the County and GLENDALE COMMUNITY COLLEGE, and any Amendments thereto (all hereafter "Agreement"); and

WHEREAS, it is the intent of the parties hereto to amend Agreement to extend its term and to increase the Agreement amount by \$90,000, not to exceed a total contract cost of \$1,180,815 and to provide for the other changes set forth herein; and

WHEREAS, said Agreement provides that changes may be made in accordance with Paragraph 11. ALTERATION OF TERM of Agreement, made in the form of a written amendment which is formally approved and executed by the parties.

NOW, THEREFORE, the parties hereto agree as follows:

1. This Amendment shall become effective upon Board approval on the date identified at the top of the first page.

2. Paragraph 1, TERM AND TERMINATION, subparagraph A shall be revised as follows:

“1. TERM AND TERMINATION:

A. The term of this Agreement shall commence effective July 29, 2003 and shall continue in full force and effect to and including June 30, 2015, unless sooner canceled or terminated as provided herein. The Director of Health Services, or his designee, may authorize an extension of the Agreement term for one year through June 30, 2016. To implement such extension of time, an Amendment to the Agreement shall be prepared by the County and then executed by the Contractor and by the Director or his designee, subject to review and approval by County Counsel, and notification to Board of Supervisors and Chief Executive Office.”

3. Paragraph 4, DESCRIPTION OF SERVICES, shall be revised as follows:

“4. DESCRIPTION OF SERVICES: Contractor shall provide County with tutoring/mentoring/recruitment services as described in Exhibits A, A-1, A-2, A-3, A-4, A-5, and A-6 attached hereto and incorporated herein by reference.”

4. Paragraph 5, MAXIMUM OBLIGATION OF COUNTY, shall be revised as follows:

“5. MAXIMUM OBLIGATION OF COUNTY: The County’s maximum obligation for the entire term of this Agreement shall not exceed One Million One Hundred Eighty Thousand Eight Hundred and Fifteen Dollars (\$1,180,815), as detailed below:

A. During the period July 29, 2003 through June 30, 2005, the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Eighty-Three Thousand Six Hundred Five Dollars (\$183,605) in accordance with Exhibits B-1 and B-2, attached hereto and incorporated herein by reference.

B. During the period July 1, 2005 through June 30, 2007, the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Eighty-Three Thousand Six Hundred Five Dollars (\$183,605) in accordance with Exhibits B-3 and B-4, attached hereto and incorporated herein by reference.

C. During the period July 1, 2007 through June 30, 2009, the maximum obligation of County for all services provided hereunder

shall not exceed One Hundred Eighty-Three Thousand, Six Hundred Five Dollars (\$183,605) in accordance with Exhibits B-5 and B-6, attached hereto and incorporated herein by reference.

- D. During the period July 1, 2009 through June 30, 2011 the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Eighty Thousand Dollars (\$180,000) in accordance with Exhibits B-7 and B-8, attached hereto and incorporated herein by reference.
- E. During the period July 1, 2011 through June 30, 2013, the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Eighty Thousand Dollars (\$180,000) in accordance with Exhibits B-9 and B-10, attached hereto and incorporated herein by reference.
- F. During the period July 1, 2013 through June 30, 2014, the maximum obligation of County for all services provided hereunder shall not exceed Ninety Thousand Dollars (\$90,000) in accordance with Exhibits B-11, attached hereto and incorporated herein by reference.
- G. During the period July 1, 2014 through June 30, 2015, the maximum obligation of County for all services provided hereunder shall not exceed Ninety Thousand Dollars (\$90,000) in accordance with Exhibit B-12, attached hereto and incorporated herein by reference

Program expenditures shall be in accordance with the description of services described in Exhibits A, A-1, A-2, A-3, A-4, A-5, and A-6 for the program costs described in Exhibits B-1, B-2, B-3, B-4, B-5, B-6, B-7, B-8, B-9, B-10, B-11, and B-12 attached hereto and incorporated herein by reference.

County reserves the right to adjust the allocation of program funds described in Exhibits B-12 only upon review and approval of Contractor's written request and justification. In such event, Contractor must submit their request to the Administrator according to the provision set forth in the Agreement under Paragraph 15, NOTICES."

- 5. Paragraph 6, COMPENSATION, shall be revised as follows:



**“6. COMPENSATION:**

- A. During the period July 29, 2003 through June 30, 2005, County agrees to compensate Contractor for performing services described in this Agreement in two payments. The first payment of Eighty Nine Thousand Nine Hundred and Twenty-Four Dollars (\$89,924) will be made on or about September 1, 2003. Second payment of Ninety-Three Thousand Six Hundred and Eighty-One Dollars (\$93,681) will be made on or about September 1, 2004.
- B. During the period July 1, 2005 through June 30, 2007, County agrees to compensate Contractor for performing services described in this Agreement in two payments. The first payment of Eighty Nine Thousand Nine Hundred and Twenty-Four Dollars (\$89,924) will be made on or about September 2005. Second payment of Ninety-Three Thousand Six Hundred and Eighty-One Dollars (\$93,681) will be made on or about September 1, 2006.
- C. During the period July 1, 2007 through June 30, 2009. County agrees to compensate Contractor for performing services described in this Agreement in two payments. The first payment of Eighty Nine Thousand Nine Hundred and Twenty-Four Dollars (\$89,924) will be made on or about September 2007. Second payment of Ninety-Three Thousand Six Hundred and Eighty-One Dollars (\$93,681) will be made on or about September, 2008.
- D. During the period July 1, 2009 through June 30, 2011. County agrees to compensate Contractor for performing services described in this Agreement in two payments. The first payment of Ninety Thousand Dollars (\$90,000) will be made on or about September 1, 2009. The second payment of Ninety Thousand Dollars (\$90,000) will be made on or about September 1, 2010.
- E. During the period July 1, 2011 through June 30, 2013. County agrees to compensate Contractor for performing services described in this Agreement in two payments. The first payment of Ninety Thousand Dollars (\$90,000) will be made on or about September 1, 2011. The second payment of Ninety Thousand Dollars (\$90,000) will be made on or about September 1, 2012.
- F. During the period July 1, 2013 through June 30, 2014. County agrees to compensate Contractor for performing services described in this Agreement in one payment. The payment of

Ninety Thousand Dollars (\$90,000) will be made on or about September 1, 2013.

- G. During the period July 1, 2014 through June 30, 2015. County agrees to compensate Contractor for performing services described in this Agreement in one payment. The payment of Ninety Thousand Dollars (\$90,000) will be made on or about September 1, 2014.”

6. Paragraph 10, CONFLICT OF TERMS, shall be revised to read as follows:

“10. CONFLICT OF TERMS: To the extent there exists any conflict between the language of this Agreement and that of any of the exhibit(s) and attachment(s) attached hereto, the language in this Agreement shall govern and prevail, and the remaining exhibit(s) and attachment(s) shall govern and prevail in the following order:

- A. Exhibits A, A-1, A-2, A-3, A-4, A-5, and A-6.
- B. Exhibits B-1, B-2, B-3, B-4, B-5, B-6, B-7, B-8, B-9, B-10, B-11, B-12, C, D, E, and F.
- C. Attachments I, II, III, IV, V, VI, VII, VIII, IX, X, XI, XII, XIII, and XIV.”

7. Exhibits A-6, B-12, and Attachments XIII and XIV shall be added to the Agreement, attached hereto and incorporated in the Agreement by reference.

8. Except for the changes set forth hereinabove, Agreement shall not be changed in any other respect by this Amendment.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be executed by its Director of Health Services and Contractor has caused this Amendment to be executed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By \_\_\_\_\_  
Michell H. Katz, M.D.  
Director of Health Services

\_\_\_\_\_  
Contractor

By \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Title \_\_\_\_\_  
(AFFIX CORPORATE SEAL HERE)

APPROVED AS TO FORM:  
John Krattli  
County Counsel

By \_\_\_\_\_  
Sharon A. Reichman  
Assistant County Counsel

## EXHIBIT A-6

### DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM

#### **DESCRIPTION OF CONTRACTOR SERVICES**

1. **DESCRIPTION OF SERVICES:** The purpose of the Department of Health Services (DHS) Tutoring/Mentoring Program (hereinafter "Program") is to provide Glendale Community College (hereinafter "GCC") Nursing Department financial assistance to offer personalized academic and clinical support for nursing students. The Program is designed to improve study skills and enhance the overall learning process. The Program's goal is to assist each student from the GCC's Nursing Department to seek employment in County health facilities thereafter.

The Program shall provide the following services:

- (1) identify, refer and track students who fit within the criteria of the Program as described in Agreement, paragraph 3 Program Eligibility Requirements; (2) provide additional lectures in medical/surgical nursing, mental health, and other courses as described in the GCC's School of Nursing Course curriculum as well as preparing students to pass the National Council Licensing Exam for Registered Nurses (hereinafter "NCLEX-RN"); (3) provide additional supportive seminars and or workshops on topics such as written and oral communication skills, academic advisement, priority stress management, study skills, pharmacology reviews, clinical remediation, information competency, math computation, and other subjects; (4) participate with County in the active recruitment of nursing students for permanent employment with County upon students' graduation and licensure as registered nurses; (5) distribute and post the County of Los Angeles, Employment Information Flyer, Attachment XII and incorporated herein, to all Program participants at the end of each quarter and summer sessions; (6) Provide the Office of Nursing Affairs (hereinafter "ONA") thirty days (30) in advance in writing of recruitment event activities in collaboration with ONA,

(such as graduation, pinning ceremonies, semester “kick offs” and nursing job fairs) and (7) the Contractor will comply with the implementation, monitoring and evaluation instrument provided in Attachments III and IV.

## **2. PROGRAM STATUS AND EXPENDITURE REPORTS**

Contractor agrees to provide quarterly Program status reports and quarterly expenditure reports to ONA according to the following schedule:

<b>REPORTING PERIOD</b>	<b>DUE DATE</b>
<b>Summer 2014 Intersession</b>	
June 2014-August 2014	9/26/14
<b>Fall 2014 Semester</b>	
September 2014-December 2014	1/28/15
<b>Winter 2015 Intersession</b>	
January 2015-February 2015	3/13/15
<b>Spring 2015</b>	
February 2015-June 2015	7/15/15

Quarterly program reports shall include the following information as it relates to nursing students and graduates who participated in the Program:

- The number of nursing students by ethnicity enrolled in the Program.
- The attrition rate for the student population in the nursing program.
- The number of tutoring sessions provided to include dates, names of the course, and the instructor’s names.
- The number /percentage of nursing students graduates who pass the NCLEX-RN exam the first time.
- The percentage of nursing students participating in the Program.
- The types of services provided to the nursing students under the Program, which included: for example: NCLEX review, simulator lab, books, workshops, etc.
- The number/percentage of nursing student graduates hired by DHS and

other County Departments.

- The number of nursing student graduates hired by private organizations (for example, Kaiser, Community Partners, etc.) and the reasons the nurses are not hired by DHS and other County Departments.

ONA may request additional reporting information for inclusion in the above referenced quarterly reports and will give Contractor a minimum of ten (10) days' advance notification.

Quarterly expenditure reports shall be based upon monthly financial reports generated by the Contractor. The quarterly expenditure report shall include, but not limited to, the expenditure categories identified in Exhibit B-12, and is to include the name and position title of personnel, including new staff hired within the quarter.

### **3. PROGRAM ELIBIBILITY REQUIREMENT**

Eligibility for Tutoring/Mentoring Program shall include, but is not limited to those students registered at GCC who: 1) request academic assistance from the Contractor, 2) receive less than seventy-five (75%) percent on any nursing course examination at GCC, 3) have an academic history of not completing or being out of compliance with the nursing curriculum standards at GCC, or 4) are otherwise identified or referred by GCC school staffing representatives as needing academic assistance.

### **4. PROGRAM EVALUATION**

Contractor shall evaluate its Program a minimum of once per quarter using written evaluations from students for each program activity. Students scoring below average will be referred to the Nurse Advisor for assessment and Program assistance.

The goal is to have 90% of the total student evaluation indicate that the Program activity was of benefit to them. The Nurse Advisor will assess in writing all Program activities scoring below an average of 90% and prepare and implement a plan of corrective action. In addition, the passing rate of nursing students on NCLEX-RN shall be 75% on the first try. The Nurse

Advisor shall prepare a written assessment if less than 75% of graduates are not passing NCLEX-RN, per BRN quarterly reports. The assessment shall include a plan of corrective action.

## **5. PERSONNEL**

For purposes of this Agreement, Program staff will perform the following duties:

### **A. The Nurse Advisor:**

The Nurse Advisor shall: (1) serve as the Program Coordinator; (2) select and supervise Program faculty and student workers in concurrence with Nursing Department Chairperson; (3) develop, schedule, and implement mini-lectures/workshops/seminars during the school year, including the summer and winter sessions; (4) identify, refer and track students who fit within the criteria of the Program; (5) identify and provide learning activities for the ongoing retention of students; (6) document all Program activity including, but not limited to, the Program evaluations referenced in Attachments III and IV and the quarterly Program reports and expenditure reports referenced in Exhibit A-5 Paragraph 2; (7) identify pre-nursing students and recommend support courses to encourage success in the overall Associate Degree Nursing (ADN) Program; (8) function as liaison between the Program and ADN faculty; (9) identify and refer students in need of financial assistance; (10) recruit nursing students for employment upon students' graduation and licensure as registered nurses; and (11) document the number of nursing students accepting positions within DHS hospitals.

### **B. Faculty Tutor(s):**

Faculty Tutor(s) shall meet with smaller subgroups of approximately three or more students per tutoring session. The Faculty Tutor shall participate in the mini-lectures/seminars/workshops/academic and or clinical tutoring /mentoring provided by this Program. In addition, sign-in sheets Attachment II, for each tutoring session shall be maintained and shall

include: instructors name, participant names, date, and length of session and brief description of content. Copies of the sign-in sheets shall be retained by Contractor and made available to ONA upon request.

**C. Student Tutor(s):**

Under the supervision of the Nurse Advisor/Program Coordinator, and Program staff, the student tutor(s) will: (1) assist students with the use of nursing learning laboratory/learning resources. (2) assist students on computer, (3) supervise students when practicing clinical skills and (4) assist the Program staff.



**Glendale Community College  
Proposed DHS Tutor/Mentor Budget  
FY 2014-2015**

Summer Session - July - Aug 2014			Fall Semester - Sept - Dec 2014			Winter Intersession - Jan - Feb 2015			Spring Semester - Feb - June 2015		
Faculty	1315	7,173	Study Workshops	1310	4,825	Faculty	1316	2,280	Student Workshops	1310	4,925
Workshops/Advisement	1455	4,555	Nursing Workshop/Advisement	1450	8,605	Nursing Workshops/Advisements	1456	3,235	Nursing Workshop/Advisement	1450	8,605
Staff for Nursing Lab	2380	1,440	Extra Help clerk	2110	1,500	Staff for Nursing Lab	2380	1,287	Extra Help clerks	2110	1,500
Benefits	3000	2,284	Nursing Lab Staff	2380	9,180	Benefits	3000	1,275	Nursing Lab Staff	2380	9,180
Student Tutors	5110	198	Benefits	3000	4,940	Student tutors	5110	198	Benefits	3000	4,959
			Lab and Simulation Supplies	4300	2,960				Lab and Simulation Supplies	4300	2,960
			Student Tutors	5110	968				Student Tutors	5110	968
<hr/>			<hr/>			<hr/>			<hr/>		
Total Summer	\$15,650		Total Fall Semester	\$32,978		Total Winter	\$8,275		Total Spring Semester	\$33,097	

**Glendale Community College  
Health Sciences Division  
Nursing Department  
DHS Tutoring and Mentoring: Funded Supplemental Curriculum  
July 1, 2014 through June 30, 2015**

**1. Funded tutoring for:**

a. Pharmacology For Nursing

This course introduces the nursing student to the study and application of pharmacokinetics, pharmacodynamics, and pharmacotherapeutics as well as legal and ethical issues related to medication and administration.

b. Medical Surgical Nursing II

This course continues the study of the adult with unmet needs resulting from health problems. The course addresses the needs of patients across the adult life span whose health care needs require more complex interventions and skills using the nursing process.

c. Psychiatric Nursing

This course focuses on the dynamics of adult clients undergoing acute and chronic psychosocial stress.

d. Clinical Enrichment

This clinical course provides the currently-enrolled or returning nursing student with additional supervised clinical experience in the acute hospital setting. This course is provided during winter and summer sessions outside the normal curriculum.

**2. Funded Services**

a. Nurse Advisor

The Nurse Advisor shall

- a) Serve as Program Coordinator
- b) Select and supervise Program faculty, student tutors and student workers

- c) Develop, schedule , and implement mini-
- d) lectures/workshops/seminars during the school year including summer and winter sessions
- e) Identify and track students who fit within the criteria of the Program
- f) Identify and provide learning activities for the ongoing retention of students
- g) Document all program activities including but not limited to the Program evaluations and the program status reports and expenditure reports
- h) Collaborate with the nursing counselors in identifying pre-nursing students and recommending support courses to encourage success in overall Nursing Program
- i) Function as liaison between the Program and the faculty
- j) Assist in identifying for students interested in County employment the recruitment process

b. **NRL Nurse Associates**

Registered Nurses assist students in the Nursing Resource Lab, providing nursing expertise for skills practice, serving as an information resource, maintaining records, and modeling professional nursing behaviors.

**3. Supplies**

Supplies used directly by students within the NRL to help meet their learning needs outside of the classroom/clinical setting.

**4. NCLEX Review**

Faculty-tutored seminars presented to graduate students to prepare them for taking the licensing exam.

**5. HESI exams**

These mid curricular exams consist of 50 scored test items and 5 pilot items, and are designed to measure the student's ability to apply concepts related to specific clinical nursing content area.

These program exit exams are comprehensive practice exams that consist of 150 (RN) or 100 (PN) scored test items and 10 pilot items. Question formats and the exam blueprint match those in the latest NCLEX test plan.



Attachment XIV  
**LOS ANGELES COUNTY  
DEPARTMENT OF HEALTH SERVICES**



LOS ANGELES COUNTY EMPLOYMENT APPLICATIONS ARE AVAILABLE AT:

WEBSITE: <http://www.ladhs.org/wps/portal/nursing>

Click on *Vacancy Announcements* tab to view our vacancy postings

**OFFICE OF NURSING AFFAIRS – ADMINISTRATION**

Vivian Branchick, RN – Chief Nursing Officer /  
Director of Nursing Affairs/[vbranchick@dhs.lacounty.gov](mailto:vbranchick@dhs.lacounty.gov)  
Grace Ibanez, RN – Nursing Director/ [gibanez@dhs.lacounty.gov](mailto:gibanez@dhs.lacounty.gov)  
Cheri Vodros – Management Secretary /[carmstrong@dhs.lacounty.gov](mailto:carmstrong@dhs.lacounty.gov)  
313 North Figueroa, Room 904, Los Angeles, CA 90012  
(213) 240-7702 / Fax: (213) 482-9421  
**Send Resumes To K. Cho**  
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Downey, CA 90242  
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**Nurse Recruiter List**

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Fax: (323) 441-8039 [lpineda@dhs.lacounty.gov](mailto:lpineda@dhs.lacounty.gov) or

**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER**

Sharon F. Arnwine RN, MS, CNO/Nurse Recruiter  
Maribel Rosas, RN, BSN – Nurse Recruiter  
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Downey, CA 90242  
(562) 401-7912 [sarnwine@dhs.lacounty.gov](mailto:sarnwine@dhs.lacounty.gov) or  
Fax: (562) 803-6231 [mprosas@dhs.lacounty.gov](mailto:mprosas@dhs.lacounty.gov)

**VALLEYCARE OLIVE VIEW- UCLA MEDICAL CENTER AND HEALTH CENTER**

Richard Guitche, RN, BSN – Nurse Recruiter  
Susanna Mortimer, RN, MSN – Nurse Recruiter  
14445 Olive View Drive, Rm. 2C206  
Sylmar, CA 91342  
(818) 364-3317 [rguitche@dhs.lacounty.gov](mailto:rguitche@dhs.lacounty.gov) or  
Fax: (818) 364-3326 [smortimer@dhs.lacounty.gov](mailto:smortimer@dhs.lacounty.gov)

**DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM  
LOS ANGELES HARBOR COLLEGE  
AGREEMENT**

Amendment No.3

THIS AMENDMENT is made and entered into this \_\_\_\_\_ day  
of \_\_\_\_\_, 2014

by and between

COUNTY OF LOS ANGELES  
(hereafter "County"),

and

LOS ANGELES HARBOR  
COLLEGE (hereafter  
"Contractor")

Business Address:  
1111 Figueroa Place  
Wilmington, CA 90744

WHEREAS reference is made to that certain document entitled "DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM LOS ANGELES HARBOR COLLEGE AGREEMENT", dated January 1, 2011, and further identified as County Agreement No.H-704548, between the County and LOS ANGELES HARBOR COLLEGE, and any Amendments thereto (all hereafter "Agreement"); and

WHEREAS, it is the intent of the parties hereto to amend Agreement to extend its term and to increase the Agreement amount by \$69,000, not to exceed a total contract cost of \$379,500 and to provide for the other changes set forth herein; and

WHEREAS, said Agreement provides that changes may be made in accordance with Paragraph 11. ALTERATION OF TERM of Agreement, made in the form of a written amendment which is formally approved and executed by the parties.

NOW, THEREFORE, the parties hereto agree as follows:

1. This Amendment shall become effective upon Board approval on the date identified at the top of the first page.

2. Paragraph 1, TERM AND TERMINATION, subparagraph A shall be revised as follows:

“1. TERM AND TERMINATION:

- A. The term of this Agreement shall commence effective January 1, 2011 and shall continue in full force and effect to and including June 30, 2015, unless sooner canceled or terminated as provided herein. The Director of Health Services, or his designee, may authorize an extension of the Agreement term for one additional year through June 30, 2016. To implement such extension of time, an Amendment to the Agreement shall be prepared by the County and then executed by the Contractor and by the Director or his designee, subject to review and approval by County Counsel, and notification to Board of Supervisors and Chief Executive Office.”

3. Paragraph 4, DESCRIPTION OF SERVICES, shall be revised as follows:

- “4. DESCRIPTION OF SERVICES: Contractor shall provide County with tutoring/mentoring/recruitment services as described in Exhibits A, A-1, A-2 and A-3 attached hereto and incorporated herein by reference.”

4. Paragraph 5, MAXIMUM OBLIGATION OF COUNTY, shall be revised as follows:

- “5. MAXIMUM OBLIGATION OF COUNTY: The County’s maximum obligation for the entire term of this Agreement shall not exceed Three Hundred and Seventy-Nine Thousand Five Hundred Dollars (\$379,500), as detailed below:

- A. During the period January 1, 2011 through June 30, 2011, the maximum obligation of County for all services provided hereunder shall not exceed Thirty Four Thousand Five Hundred Dollars (\$34,500) in accordance with Exhibits B, attached hereto and incorporated herein by reference.
- B. During the period July 1, 2011 through June 30, 2013, the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Thirty Eight Thousand Dollars (\$138,000) in accordance with Exhibits B-1 and B-2, attached hereto and incorporated herein by reference.
- C. During the period July 1, 2013 through June 30, 2014, the maximum obligation of County for all services provided hereunder shall not exceed Sixty Nine Thousand Dollars (\$69,000) in

accordance with Exhibit B-3, attached hereto and incorporated herein by reference.

- D. During the period July 1, 2014 through June 30, 2015, the maximum obligation of County for all services provided hereunder shall not exceed Sixty Nine Thousand Dollars (\$69,000) in accordance with Exhibit B-4, attached hereto and incorporated herein by reference.

Program expenditures shall be in accordance with the description of services described in Exhibits A, A-1, A-2 and A-3 the program costs described in Exhibits B, B-1, B-2, B-3, and B-4 attached hereto and incorporated herein by reference.

County reserves the right to adjust the allocation of program funds described in Exhibit B-4 only upon review and approval of Contractor's written request and justification. In such event, Contractor must submit their request to the Administrator according to the provision set forth in the Agreement under Paragraph 16, NOTICES."

- 5. Paragraph 6, COMPENSATION, shall be revised as follows:

"6. COMPENSATION:

- A. During the period January 1, 2011 through June 30, 2011, County agrees to compensate Contractor for performing services described in this Agreement in one payment. The payment of Thirty Four Thousand Five Hundred Dollars (\$34,500) will be made on or about January 1, 2011.
- B. During the period July 1, 2011 through June 30, 2013, County Agrees to compensate Contractor for performing services described in this Agreement in two payments. The first payment of Sixty-Nine Thousand Dollars (\$69,000) will be made on or about September 1, 2011. The second payment of Sixty-Nine Thousand Dollars (\$69,000) will be made on or about September 1, 2012.
- C. During the period July 1, 2013 through June 30, 2014, County agrees to compensate Contractor for performing services described in this Agreement in one payment. The payment of Sixty-Nine Thousand Dollars (\$69,000) will be made on or about September 1, 2013.

- D. During the period July 1, 2014 through June 30, 2015, County agrees to compensate Contractor for performing services described in this Agreement in one payment. The payment of Sixty-Nine Thousand Dollars (\$69,000) will be made on or about September 1, 2013.

6. Paragraph 10, CONFLICT OF TERMS, shall be revised to read as follows:

“10. CONFLICT OF TERMS: To the extent there exists any conflict between the language of this Agreement and that of any of the exhibit(s) and attachment(s) attached hereto, the language in this Agreement shall govern and prevail, and the remaining exhibit(s) and attachment(s) shall govern and prevail in the following order:

- A. Exhibits A, A-1, A-2, and A-3.
- B. Exhibits B, B-1, B-2, B-3, B-4, C, C-1, D, E, F, and G.
- C. Attachments I, II, III, IV, V, VI, VII, VIII, IX, X, XI, XII, and XIII.”

7. Exhibits A-3, B-4, and Attachments XII and XIII shall be added to the Agreement, attached hereto and incorporated in the Agreement by reference.

8. Except for the changes set forth hereinabove, Agreement shall not be changed in any other respect by this Amendment.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be executed by its Director of Health Services and Contractor has caused this Amendment to be executed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By \_\_\_\_\_  
Michell H. Katz, M.D.  
Director of Health Services

LOS ANGELES HARBOR COLLEGE  
Contractor

By \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Title \_\_\_\_\_  
(AFFIX CORPORATE SEAL HERE)

APPROVED AS TO FORM:  
John Krattli  
County Counsel

By \_\_\_\_\_  
Sharon A. Reichman  
Assistant County Counsel

## EXHIBIT A-3

### DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM

#### STATEMENT OF WORK

1. **DESCRIPTION OF SERVICES:** The purpose of the Department of Health Services (DHS) Tutoring/Mentoring program (hereinafter referred to as “Program”) is to provide Los Angeles Harbor College Associate Degree Nursing Program financial assistance to offer personalized academic and clinical support for nursing students. The Program is designed to improve study skills and enhance the overall learning process and success. The Program’s goal is to assist each student in the ADN program to seek employment in county health facilities thereafter.

The Program shall provide the following services: (1) Provide “Family Night” to all incoming students and their families at the beginning of each semester to orient them to the rigorous demands of the ADN program; (2) identify, refer, and track students who fit within the criteria of the program as described in this Agreement, paragraph 3, Program Eligibility Requirements; (3) provide seminars or workshops on topics such as time management, anxiety/stress management, test taking, pharmacology, physical assessment, or other topics as appropriate; (4) provide intersession reviews on topics such as skills practice, anatomy and physiology review, math dosage calculations, and clinical practicums; (5) provide weekly open tutoring for students in theory and skills; (6) provide offerings aimed to increase the overall wellness of students which may include sessions on nutrition, exercise, and stress reduction; (7) provide a student mentoring

program involving the pairing of a 4<sup>th</sup> semester nursing student with an incoming nursing program student; (7) provide learning coach/tutor/mentor in the classroom for first semester students and possibly second semester students, if data proves it to be effective; (8) provide NCLEX-on site review course for 4<sup>th</sup> semester students at completion of semester; (9) distribute and post County DHS employment and benefit information flyer Attachment XI in the college and to all DHS Program participants at the end of each semester and at winter and summer intersessions; (10) participate with the County in the active recruitment of nursing students for permanent employment in the County health care system upon graduation and licensure as Registered Nurses; (11) provide the Office of Nursing Affairs (hereinafter "ONA"), in writing, a listing of recruitment event activities in collaboration with ONA (e.g., graduation, pinning ceremonies, Family Night, and nursing job fairs); and (12) comply with the implementation, monitoring, and evaluation instruments provided in Attachments III, IV, and V.

2. **PROGRAM STATUS AND EXPENDITURE REPORTS:**

Contractor agrees to provide quarterly program status reports and quarterly expenditure reports to the ONA according to the following schedule:

<b>REPORTING PERIOD</b>	<b>DUE DATE</b>
<b>Summer, 2014</b>	
(July 2014-August 2014)	9/23/2014
<b>Fall, 2014</b>	
(August 2014- December 2014)	1/27/2015
<b>Winter Intersession</b>	

(January 2015- February 2015)

3/2/2015

**Spring, 2015**

(February 2015- June 2015)

7/13/2015

Quarterly program reports shall include the following information as it relates to nursing students and graduates who participated in the Program:

- The number of nursing students by ethnicity enrolled in the Program.
- The attrition rate for the student population in the nursing program.
- The number of tutoring sessions provided to include dates, names of the course, and the instructor's names.
- The number /percentage of nursing students graduates who pass the NCLEX-RN exam the first time.
- The percentage of nursing students participating in the Program.
- The types of services provided to the nursing students under the Program, which included: for example: NCLEX review, simulator lab, books, workshops, etc.
- The number/percentage of nursing student graduates hired by DHS and other County Departments.
- The number of nursing student graduates hired by private organizations (for example, Kaiser, Community Partners, etc.) and the reasons the nurses are not hired by DHS and other County Departments.

ONA may request additional reporting information for inclusion in the above referenced quarterly reports and will give Contractor a minimum of ten (10) days' advance notification.

Quarterly expenditure reports shall be based upon quarterly financial reports generated internally by Contractor. The quarterly expenditure report shall include, but not be limited to, the expenditure categories identified in Exhibit B-4, and is to include the name and position title of personnel, including new staff hired within the quarter.

### **3. PROGRAM ELIGIBILITY REQUIREMENT**

Eligibility for the Program shall include, but is not limited to, those students registered in the nursing program who: 1) requests academic assistance from the Contractor, 2) receives less than seventy-five (75) percent on any nursing course examination; 3) receives a less than satisfactory clinical evaluation or is identified by the instructor for needing clinical assistance; 4) has an academic history of not completing or being out of compliance with the nursing curriculum standards in the nursing program; or 5) are otherwise identified or referred by the nursing program staffing representatives as needing academic assistance.

### **4. PROGRAM EVALUATION**

Contractor shall evaluate its Program a minimum of once per quarter using written evaluations from students for each program activity. Students scoring below average will be referred to the Nurse Advisor for assessment and program assistance. The goal is to have 90% of the total student evaluations indicate that the program activity was of benefit to them. The Nurse Advisor will assess, in writing, all program activities scoring below an average of 90%, and prepare and implement a plan of corrective action. In addition, the passing rate of nursing students on NCLEX-RN shall be 85% on the first try. The Nurse Advisor shall

prepare a written assessment if less than 85% of the graduates are not passing NCLEX-RN, per BRN quarterly reports. The assessment shall include a plan of corrective action.

5. **PERSONNEL:** For purposes of this Agreement, Program staff will perform the following duties:

A. **PROGRAM COORDINATOR:**

(1) Select and supervise Program faculty and student workers; (2) develop, schedule, and plan mini-lectures/workshops/seminars during the school year, including summer and winter sessions; (3) identify, refer, and track students who fit within the criteria of the Program; (4) identify and provide learning activities for the ongoing retention of students; (5) document all Program activities, including but not limited to, the program evaluations referenced in Attachments III, IV, and IV, quarterly Program reports and expenditure reports referenced in Exhibit A-2, paragraph 2; (6) function as liaison between Program and faculty; (7) identify and refer students in need of financial assistance; (8) recruit nursing students for employment upon students' graduation and licensure as Registered Nurses; and (9) document the number of nursing students accepting position within the DHS clinics and hospitals.

- B. **Faculty Instructors:** Faculty Instructors/Tutors shall meet with smaller subgroups of approximately 3 or more students per tutoring session. The Faculty Instructor shall participate in the mini-lectures, seminars, workshops, and academic or clinical tutoring as provided by this Program. In

addition, sign-in sheets for each tutoring session shall be maintained and shall include instructor's name, participant names, date, length of session, and brief description of content. Copies of the sign-in sheets shall be retained by the Contractor and made available to the ONA upon request.

- C. **Student Workers:** Under the supervision of the Program Coordinator and Program staff, the Student Workers herein defined as Student Workers will: (1) assist students with the use of Nursing Laboratory/learning resources; (2) assist students on the computer; and (3) supervise students when practicing clinical skills; and (4) assist the Program staff.

ExhibitB-4  
Los Angeles Harbor College  
Tutoring and Mentoring Program- Budget July 1, 2014 to June 30, 2015

Description	# of hours	Hourly Rate	Cost
<b>Summer 2014</b>			
Student Worker for Nursing Learning lab (24 hrs week X10 weeks)	240	11	2640
Student Worker benefits (Approximately 5.4%)			142
Program Coordinator (2 hours per week X11 weeks)	22	60	1320
Faculty for Intersession Workshops			
Study Skills/Reading/Time Management	12	60	720
APA Format	4	60	240
Dosage Calculation Review	4	60	240
Anatomy & Physiology Review	4	60	240
Pathophysiology Review	6	60	360
Spanish Medical Terminology	4	60	240
Faculty for Open laboratory practice	8	60	480
Faculty for 4th semester practicum (8 faculty for 5 hrs for 1 day each)	40	60	240
Benefits for Coordinator/Faculty (approximately 10%)			384
Total summer 2014			7246
<b>Fall 2014</b>			
Program Coordinator (2 hrs per week X 16)	32	60	1920
Faculty Instructor for theory tutoring (5 hrs/week X14)	70	60	4200
Faculty Instructor for skills lab tutoring (5 hrs/weekX14)	70	60	4200
Student Tutors IV for 1st semester class (4 hours/week X16 weeks)	64	16	1024
Faculty for mini-workshop (Guest speaker from community)	2	150	300
Benefits (approximately 10%)			1284
Non-Personnel Items for fall, 2014			
NCLEX-RN on-site review for 40 students	40	350 each	14000
Miscellaneous			1417
Total Fall 2014			28345
<b>Winter intersession 2015</b>			
Student Worker for Nursing Learning Lab (24 hours week X5 weeks)	120	11	1320
Student Worker benefits (Approximately 5.4%)			71



ExhibitB-4  
Los Angeles Harbor College  
Tutoring and Mentoring Program- Budget July 1, 2014 to June 30, 2015

Program Coordinator (2 hrs per week X 5 weeks)	10	60	600
Description	# of hours	Hourly Rate	Cost
Winter intersession 2015 (continued)			
Faculty for Intersession Workshops			
Study Skills/Reading/Time Management	12	60	720
APA Format	4	60	240
Dosage Calculation Review	4	60	240
Anatomy & Physiology Review	4	60	240
Pathophysiology Review	6	60	360
Spanish Medical Terminology	4	60	240
Faculty for Open laboratory practice	8	60	480
Faculty for 4th semester practicum (8 faculty for 5 hrs for 1 day each)	40	60	240
Benefits for Coordinator/Faculty (approximately 10%)			312
Total winter intersession 2015			5063
Spring 2015			
Program Coordinator (2 hrs per week X 16)	32	60	1920
Faculty Instructor for theory tutoring (5 hrs/week X14)	70	60	4200
Faculty Instructor for skills lab tutoring (5 hrs/weekX14)	70	60	4200
Student Tutors IV for 1st semester class (4 hours/week X16 weeks)	64	16	1024
Faculty for mini-workshop (Guest speaker from community)	2	150	300
Benefits (approximately 10%)			1284
Non-Personnel Items for spring, 2015			
NCLEX-RN on-site review for 40 students	40	350 each	14000
Miscellaneous			1418
Total Spring 2015			28346
2014-2015			
Personnel			38135
Non Personnel			28000
Miscellaneous			2865
Total			69000

Los Angeles Harbor College  
Associate Degree Nursing Program  
Proposed Classes for Department of Health Services Tutoring and Mentoring Program  
July 1, 2014- June 30, 2015

Attachment XII

<b>Summer Intersession 2014</b>	
July, August	Nursing Library open for all students
August TBA	Study Skills/Reading Skills/Time Management/Stress Series for Incoming students
August TBA	APA Format
August TBA	Introduction to Roy Adaptation Model
August TBA	Dosage Calculation Review
August TBA	Anatomy and Physiology Review
August TBA	Spanish Medical Terminology
August TBA	Pathophysiology Review
August TBA	Family Night
August TBA	Open Lab Practice for students
August TBA	4 <sup>th</sup> semester Practicum
<b>Fall 2014</b>	
Weekly	Faculty Tutor for theory
Weekly	Faculty Tutor for Skills Lab
Weekly	Student Tutor/Coach/Mentor for 1 <sup>st</sup> semester
October (exact date TBA)	Medication Safety
<b>Winter Intersession 2015</b>	
January TBA	Kaplan NCLEX-RN Review
4 weeks (Jan-Feb)	Nursing Library open for all students
January TBA	Study Skills/Reading Skills/Time Management/Stress Series for Incoming students
January TBA	APA Format
January TBA	Introduction to Roy Adaptation Model
January TBA	Dosage Calculation Review
January TBA	Anatomy and Physiology Review
January TBA	Spanish Medical Terminology
January TBA	Pathophysiology Review
January TBA	Family Night
February TBA	Open Lab Practice for students
February TBA	4 <sup>th</sup> semester Practicum
<b>Spring, 2015</b>	
Weekly	Faculty Tutor for theory
Weekly	Faculty Tutor for Skills Lab
Weekly	Student Tutor/Coach/Mentor for 1 <sup>st</sup> semester
April (exact date TBA)	Infection Control

Los Angeles Harbor College  
Associate Degree Nursing Program  
Proposed Classes for Department of Health Services Tutoring and Mentoring Program  
July 1, 2014- June 30, 2015

<b>Summer Intercession 2015</b>	
June TBA	Kaplan NCLEX-RN Review
June	Nursing Learning Library open for all students

Los Angeles Harbor College  
Associate Degree Nursing Program  
Proposed Classes for Department of Health Services Tutoring and Mentoring Program  
July 1, 2015- June 30, 2016

<b>Summer Intersession 2015</b>	
July, August	Nursing Learning Library open for all students
August TBA	Study Skills/Reading Skills/Time Management/Stress Series for Incoming students
August TBA	APA Format
August TBA	Introduction to Roy Adaptation Model
August TBA	Dosage Calculation Review
August TBA	Anatomy and Physiology Review
August TBA	Spanish Medical Terminology
August TBA	Pathophysiology Review
August TBA	Family Night
August TBA	Open Lab Practice for students
August TBA	4 <sup>th</sup> semester Practicum
<b>Fall 2015</b>	
Weekly	Faculty Tutor for theory
Weekly	Faculty Tutor for Skills Lab
Weekly	Student Tutor/Coach/Mentor for 1 <sup>st</sup> semester
October (exact date TBA)	Medication Safety
<b>Winter Intersession 2016</b>	
January TBA	Kaplan NCLEX-RN Review
4 weeks	Nursing Library open for all students
January TBA	Study Skills/Reading Skills/Time Management/Stress Series for Incoming students
January TBA	APA Format
January TBA	Introduction to Roy Adaptation Model
January TBA	Dosage Calculation Review
January TBA	Anatomy and Physiology Review
January TBA	Spanish Medical Terminology
January TBA	Pathophysiology Review
January TBA	Family Night
February TBA	Open Lab Practice for students
February TBA	4 <sup>th</sup> semester Practicum
<b>Spring, 2016</b>	
Weekly	Faculty Tutor for theory
Weekly	Faculty Tutor for Skills Lab
Weekly	Student Tutor/Coach/Mentor for 1 <sup>st</sup> semester
April (exact date TBA)	Infection Control

Los Angeles Harbor College  
Associate Degree Nursing Program  
Proposed Classes for Department of Health Services Tutoring and Mentoring Program  
July 1, 2015- June 30, 2016

<b>Summer Intercession 2016</b>	
June TBA	Kaplan NCLEX-RN Review
June	Nursing Library open for all students



Attachment XIII  
**LOS ANGELES COUNTY  
DEPARTMENT OF HEALTH SERVICES**



LOS ANGELES COUNTY EMPLOYMENT APPLICATIONS ARE AVAILABLE AT:

WEBSITE: <http://www.ladhs.org/wps/portal/nursing>

Click on *Vacancy Announcements* tab to view our vacancy postings

**OFFICE OF NURSING AFFAIRS – ADMINISTRATION**

Vivian Branchick, RN – Chief Nursing Officer /  
Director of Nursing Affairs/[vbranchick@dhs.lacounty.gov](mailto:vbranchick@dhs.lacounty.gov)  
Grace Ibanez, RN – Nursing Director/ [gibanez@dhs.lacounty.gov](mailto:gibanez@dhs.lacounty.gov)  
Cheri Vodros – Management Secretary /[carmstrong@dhs.lacounty.gov](mailto:carmstrong@dhs.lacounty.gov)  
313 North Figueroa, Room 904, Los Angeles, CA 90012  
(213) 240-7702 / Fax: (213) 482-9421  
**Send Resumes To K. Cho**  
Katherine Cho, RN, MSN - Assistant Nursing Director / [katcho@dhs.lacounty.gov](mailto:katcho@dhs.lacounty.gov)  
7601 E. Imperial Highway, Building 503, Rm. 77  
Downey, CA 90242  
(562) 401-7753 Fax: (562) 803-6231

**Nurse Recruiter List**

**HARBOR-UCLA MEDICAL CENTER**

Vacant - Nurse Recruiter  
Alan Noel, RN, BSN – Nurse Recruiter  
1000 West Carson Street, Bldg. N-25, Rm. W107  
Torrance, CA 90509  
(310) 222-2512  
Fax: (310) 787-0065 [alnoel@dhs.lacounty.gov](mailto:alnoel@dhs.lacounty.gov)

**LAC+USC HEALTHCARE NETWORK**

Debi Farris, RN, BSN, CHCR - Nurse Recruiter  
Laura Pineda, RN, MSN – Nurse Recruiter  
Vacant – Nurse Recruiter  
1200 N. State Street, Room C2C112 Inpatient Tower  
Los Angeles, CA 90033  
(323) 409-4664 [dpopkins@dhs.lacounty.gov](mailto:dpopkins@dhs.lacounty.gov) or  
Fax: (323) 441-8039 [lpineda@dhs.lacounty.gov](mailto:lpineda@dhs.lacounty.gov) or

**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER**

Sharon F. Arnwine RN, MS, CNO/Nurse Recruiter  
Maribel Rosas, RN, BSN – Nurse Recruiter  
7601 E. Imperial Highway, Building 503, Rm. 77  
Downey, CA 90242  
(562) 401-7912 [sarnwine@dhs.lacounty.gov](mailto:sarnwine@dhs.lacounty.gov) or  
Fax: (562) 803-6231 [mprosas@dhs.lacounty.gov](mailto:mprosas@dhs.lacounty.gov)

**VALLEYCARE OLIVE VIEW- UCLA MEDICAL CENTER AND HEALTH CENTER**

Richard Guitche, RN, BSN – Nurse Recruiter  
Susanna Mortimer, RN, MSN – Nurse Recruiter  
14445 Olive View Drive, Rm. 2C206  
Sylmar, CA 91342  
(818) 364-3317 [rguitche@dhs.lacounty.gov](mailto:rguitche@dhs.lacounty.gov) or  
Fax: (818) 364-3326 [smortimer@dhs.lacounty.gov](mailto:smortimer@dhs.lacounty.gov)

**DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM  
LOS ANGELES VALLEY COLLEGE  
SCHOOL OF NURSING AGREEMENT**

Amendment No. 6

THIS AMENDMENT is made and entered into this \_\_\_\_\_ day  
of \_\_\_\_\_, 2014

by and between

COUNTY OF LOS ANGELES  
(hereafter "County"),

and

LOS ANGELES VALLEY  
COLLEGE (hereafter  
"Contractor")

Business Address:  
5800 Fulton Ave  
Valley Glen, CA 91401

WHEREAS reference is made to that certain document entitled DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM LOS ANGELES VALLEY COLLEGE SCHOOL OF NURSING AGREEMENT", dated July 29, 2003, and further identified as County Agreement No.H-300470, between the County and LOS ANGELES VALLEY COLLEGE, and any Amendments thereto (all hereafter "Agreement"); and

WHEREAS, it is the intent of the parties hereto to amend Agreement to extend its term and to increase the Agreement amount by \$90,000, not to exceed a total contract cost of \$1,109,889 and to provide for the other changes set forth herein; and

WHEREAS, said Agreement provides that changes may be made in accordance with Paragraph 11. ALTERATION OF TERM of Agreement, made in the form of a written amendment which is formally approved and executed by the parties.

NOW, THEREFORE, the parties hereto agree as follows:

1. This Amendment shall become effective upon Board approval on the date identified at the top of the first page.

2. Paragraph 1, TERM AND TERMINATION, subparagraph A shall be revised as follows:

“1. TERM AND TERMINATION:

- A. The term of this Agreement shall commence effective July 29, 2003 and shall continue in full force and effect to and including June 30, 2015, unless sooner canceled or terminated as provided herein. The Director of Health Services, or his designee, may authorize an extension of the Agreement term for one year through June 30, 2016. To implement such extension of time, an Amendment to the Agreement shall be prepared by the County and then executed by the Contractor and by the Director or his designee, subject to review and approval by County Counsel, and notification to Board of Supervisors and Chief Executive Office.”

3. Paragraph 4, DESCRIPTION OF SERVICES, shall be revised as follows:

- “4. DESCRIPTION OF SERVICES: Contractor shall provide County with tutoring/mentoring/recruitment services as described in Exhibits A, A-1, A-2, A-3, A-4, A-5, and A-6 attached hereto and incorporated herein by reference.”

4. Paragraph 5, MAXIMUM OBLIGATION OF COUNTY, shall be revised as follows:

- “5. MAXIMUM OBLIGATION OF COUNTY: The County’s maximum obligation for the entire term of this Agreement shall not exceed One Million One Hundred and Nine Thousand Eight Hundred and Eighty Nine Dollars (\$1,109,889), as detailed below:
- A. During the period July 29, 2003 through June 30, 2005, the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Eighty-Nine Thousand Nine Hundred Sixty-Three Dollars (\$189,963) in accordance with Exhibits B-1 and B-2, attached hereto and incorporated herein by reference.
- B. During the period July 1, 2005 through June 30, 2007, the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Eighty-Nine Thousand Nine Hundred Sixty-Three Dollars (\$189,963) in accordance with Exhibits B-3 and B-4, attached hereto and incorporated herein by reference.



- C. During the period July 1, 2007 through June 30, 2009, the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Eighty Nine Thousand Nine Hundred Sixty-Three Dollars (\$189,963) in accordance with Exhibits B-5 and B-6, attached hereto and incorporated herein by reference.
- D. During the period July 1, 2009 through June 30, 2011 the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Eighty Thousand Dollars (\$180,000) in accordance with Exhibits B-7 and B-8, attached hereto and incorporated herein by reference.
- E. During the period July 1, 2011 through June 30, 2013, the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Eighty Thousand Dollars (\$180,000) in accordance with Exhibits B-9 and B-10, attached hereto and incorporated herein by reference.
- F. During the period July 1, 2013 through June 30, 2014, the maximum obligation of County for all services provided hereunder shall not exceed Ninety Thousand Dollars (\$90,000) in accordance with Exhibit B-11, attached hereto and incorporated herein by reference.
- G. During the period July 1, 2014 through June 30, 2015, the maximum obligation of County for all services provided hereunder shall not exceed Ninety Thousand Dollars (\$90,000) in accordance with Exhibit B-12, attached hereto and incorporated herein by reference.

Program expenditures shall be in accordance with the description of services described in Exhibits A, A-1, A-2, A-3, A-4, A-5, A-6 for the program costs described in Exhibits B-1, B-2, B-3, B-4, B-5, B-6, B-7, B-8, B-9, B-10, B-11, and B-12 attached hereto and incorporated herein by reference.

County reserves the right to adjust the allocation of program funds described in Exhibit B-12 only upon review and approval of Contractor's written request and justification. In such event, Contractor must submit their request to the Administrator according to the provision set forth in the Agreement under Paragraph 15, NOTICES."

5. Paragraph 6, COMPENSATION, shall be revised as follows:

“6. COMPENSATION:

- A. During the period July 29, 2003 through June 30, 2005, County agrees to compensate Contractor for performing services described in this Agreement in two payments. The first payment of Ninety-Six Thousand One Hundred and Thirty Dollars (\$96,130) will be made on or about September 1, 2005. Second payment of Ninety-Three Thousand Eight Hundred Thirty-Three Dollars (\$93,833) will be made on or about September 1, 2004.
- B. During the period July 1, 2005 through June 30, 2007, County agrees to compensate Contractor for performing services described in this Agreement in two payments. The first payment of Ninety-Six Thousand One Hundred and Thirty Dollars (\$96,130) will be made on or about September 1, 2005. Second payment of Ninety-Three Thousand Eight Hundred Thirty-Three Dollars (\$93,833) will be made on or about September 1, 2006.
- C. During the period July 1, 2007 through June 30, 2009, County agrees to compensate Contractor for performing services described in this Agreement in two payments. The first payment of Ninety-Six Thousand One Hundred and Thirty Dollars (\$96,130) will be made on or about September 1, 2007. The second payment of One Ninety-Three Thousand Eight Hundred Thirty-Three Dollars (\$93,833) will be made on or about September 1, 2008.
- D. During the period July 1, 2009 through June 30, 2011, County agrees to compensate Contractor for performing services described in this Agreement in two payments. The first payment of Ninety Thousand Dollars (\$90,000) will be made on or about September 1, 2009. The second payment of Ninety Thousand Dollars (\$90,000) will be made on or about September 1, 2010.
- E. During the period July 1, 2011 through June 30, 2013, County agrees to compensate Contractor for performing services described in this Agreement in two payments. The first payment of Ninety Thousand Dollars (\$90,000) will be made on or about September 1, 2011. The second payment of Ninety Thousand Dollars (\$90,000) will be made on or about September 2, 2012.
- F. During the period July 1, 2013 through June 31, 2014, the County agrees to compensate Contractor for performing services

described in this Agreement in one payment. The payment of Ninety Thousand Dollars (\$90,000) will be made on or about September 1, 2013.

- G. During the period July 1, 2014 through June 30, 2015, the County agrees to compensate Contractor for performing services described in this Agreement in one payment. The payment of Ninety Thousand Dollars (\$90,000) will be made on or about September 1, 2014.”

6. Paragraph 10, CONFLICT OF TERMS, shall be revised to read as follows:

“10. CONFLICT OF TERMS: To the extent there exists any conflict between the language of this Agreement and that of any of the exhibit(s) and attachment(s) attached hereto, the language in this Agreement shall govern and prevail, and the remaining exhibit(s) and attachment(s) shall govern and prevail in the following order:

- A. Exhibits A, A-1, A-2, A-3, A-4, A-5, and A-6.
- B. Exhibits B-1, B-2, B-3, B-4, B-5, B-6, B-7, B-8, B-9, B-10, B-11, B-12, C, D, E, and F.
- C. Attachments I, II, III, IV, V, VI, VII, VIII, IX, X, XI, XII, XIII, XIV, XV, and XVI.”

7. Exhibits A-6, B-12, and Attachments XV and XVI shall be added to the Agreement, attached hereto and incorporated in the Agreement by reference.

8. Except for the changes set forth hereinabove, Agreement shall not be changed in any other respect by this Amendment.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be executed by its Director of Health Services and Contractor has caused this Amendment to be executed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By \_\_\_\_\_  
Michell H. Katz, M.D.  
Director of Health Services

\_\_\_\_\_  
Contractor

By \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Title \_\_\_\_\_  
(AFFIX CORPORATE SEAL HERE)

APPROVED AS TO FORM:  
John Krattli  
County Counsel

By \_\_\_\_\_  
Sharon A. Reichman  
Assistant County Counsel

ev:3/20/14

## **EXHIBIT A-6**

### **DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM**

#### **STATEMENT OF WORK**

1. DESCRIPTION OF SERVICES: The purpose of the Department of Health Services (DHS) Tutoring/Mentoring Program (hereinafter "Program") is to provide Los Angeles Valley College (hereinafter "LAVC") Nursing Department financial assistance to offer personalized academic and clinical support for nursing students. The Program is designed to improve study skills and enhance the overall learning process. The Program's goal is to assist each student from the LAVC's Nursing Department to seek employment in County health facilities thereafter.

The Program shall provide the following services: (1) identify, refer and track students who fit within the criteria of the Program as described in Agreement, paragraph 3 Program Eligibility Requirements; (2) provide additional lectures in medical/surgical nursing, mental health, and other courses as described in the LAVC School of Nursing Course Modules as well as preparing students to pass the National Council Licensing Exam for Registered Nurses hereinafter "NCLEX-RN"); (3) provide additional supportive seminars and or workshops on topics such as written and oral communication skills, academic advisement, priority stress management, study skills, pharmacology reviews, clinical remediation, information competency, math computation, and other subjects; (4) participate with County in the active recruitment of nursing students for permanent employment with County upon students' graduation and licensure as registered nurses. (5) distribute and post the County of Los Angeles, Employment Information Flyer, Attachment XIV and incorporated herein, to all DHS Program participants at the end of quarter and summer sessions; (6) provide the Office of Nursing Affairs (hereinafter "ONA") thirty days (30) in advance in writing of recruitment event activities in collaboration with ONA,

(such as graduation, pinning ceremonies, semester “kick offs” and nursing job fairs) and (7) the Contractor will comply with the implementation, monitoring and evaluation instrument provided in Attachments III & IV.

## **2. PROGRAM STATUS AND EXPENDITURE REPORTS**

Contractor agrees to provide quarterly Program status reports and quarterly expenditure reports to ONA according to the following schedule:

<b>REPORTING PERIOD</b>	<b>DUE DATE</b>
<b>Summer 2014</b> June 2014-September 2014	10/24/14
<b>Fall 2014</b> September 2014-December 2014	1/23/15
<b>Winter 2014/15</b> December 2014-February 2015	3/20/15
<b>Spring 2015</b> February 2015-June 2015	7/17/15

Quarterly program reports shall include the following information as it relates to nursing students and graduates who participated in the Program:

- The number of nursing students by ethnicity enrolled in the Program.
- The attrition rate for the student population in the nursing program.
- The number of tutoring sessions provided to include dates, names of the course, and the instructor’s names.
- The number /percentage of nursing students graduates who pass the NCLEX-RN exam the first time.
- The percentage of nursing students participating in the Program.
- The types of services provided to the nursing students under the Program, which included: for example: NCLEX review, simulator lab, books, workshops, etc.
- The number/percentage of nursing student graduates hired by DHS and other County Departments.

- The number of nursing student graduates hired by private organizations (for example, Kaiser, Community Partners, etc.) and the reasons the nurses are not hired by DHS and other County Departments.

ONA may request additional reporting information for inclusion in the above referenced quarterly reports and will give Contractor a minimum of ten (10) days' advance notification.

Quarterly expenditure reports shall be based upon monthly financial reports generated by the Contractor. The quarterly expenditure report shall include, but not limited to, the expenditure categories identified in Exhibit B-12, and is to include the name and position title of personnel, including new staff hired within the quarter.

### 3. PROGRAM ELIGIBILITY REQUIREMENT

Eligibility for the Program shall include, but is not limited to those students registered at LAVC who: (1) request academic assistance from the Contractor, (2) receive less than seventy-five (75) percent on any nursing course examination at LAVC, (3) have an academic history of not completing or being out of compliance with the nursing curriculum standards at LAVC, or (4) are otherwise identified or referred by LAVC school staffing representatives as needing academic assistance.

### 4. PROGRAM EVALUATION

Contractor shall evaluate its program a minimum of once per quarter using written evaluations from students for each program activity. Students scoring below average will be referred to the Nurse Advisor for assessment and Program assistance. The goal is to have 90% of the total student evaluation indicate that the Program activity was of benefit to them. The Nurse Advisor will assess in writing all Program activities scoring below an average of 90% and prepare and implement a plan of corrective action. In addition, the passing rate of nursing students on NCLEX-RN shall be 75% on the first try.

The Nurse Advisor shall prepare a written assessment if less than 75% of graduates are not passing NCLEX-RN, per BRN quarterly reports. The

assessment shall include a plan of corrective action.

## 5. PERSONNEL

For purposes of this Agreement, Program staff will perform the following duties:

- A. **The Nurse Advisor**: The Nurse Advisor shall: (1) serve as the Program Coordinator; (2) select and supervise Program faculty and student workers in concurrence with Nursing Department Chairperson; (3) develop, schedule, and implement mini-lectures/workshops/seminars during the school year, including the summer and winter sessions; (4) identify, refer and track students who fit within the criteria of the Program; (5) identify and provide learning activities for the ongoing retention of students; (6) document all Program activity including, but not limited to, the program evaluations referenced in Attachments III and IV. and the quarterly program reports and expenditure reports referenced in Exhibit A-5 Paragraph 2; (7) identify pre-nursing students and recommend support courses to encourage success in the overall Associate Degree Nursing (ADN) Program; (8) function as liaison between the Program and ADN faculty; (9) identify and refer students in need of financial assistance; (10) recruit nursing students for employment upon students' graduation and licensure as registered nurses; and (11) document the number of nursing students accepting positions within DHS hospitals.
- B. **Faculty Tutor(s)**: Faculty Tutor(s) shall meet with smaller subgroups of approximately three or more students per tutoring session. The Faculty Tutor shall participate in the mini-lectures/seminars/workshops/academic and or clinical tutoring/mentoring provided by this Program. In addition, sign-in sheets for each tutoring session shall be maintained and shall include: instructors name, participant names, date, length of session and brief description of content. Copies of the sign-in logs shall be retained by Contractor and made available to ONA upon request.
- C. **Student Tutor(s)**: Under the supervision of the Program Coordinator, and



Program staff, the student tutor(s) will: (1) assist students with the use of nursing learning laboratory/learning resources. (2) assist students on computer, (3) supervise students when practicing clinical skills and (4) assist the Program staff.

- D. **Student Workers:** Under the supervision of the Nurse Advisor and Program staff, the student workers will:(1) assist Program staff as needed, (2) manage the distribution of learning resources materials, (3) provide typing/filing as needed.

**El Camino College-Compton Community Educational Center**  
**County of Los Angeles-Department of Health Services**  
**Tutoring Mentoring Grant Program**  
**For FY 2013 - 2014**  
**H-703497**

Exhibit B-2

July 1, 2013- June 30, 2014			
Fall 2013			
DESCRIPTION	# OF HOURS	HOURLY RATES	COSTS
<b>Nursing Advisor</b>	160	\$63.29	\$10,126.40
10 hours/week X 16 weeks	Benefits	9.75%	\$987.32
<b>Directed Study in Nursing 3</b>	<b>160</b>	<b>\$63.29</b>	<b>\$10,126.40</b>
NCLEX Prep Course 80 hrs	Benefits	9.75%	\$987.32
Supplemental Clinical 80 hrs			
<b>College Support Services</b>	295	\$11.04	\$3,256.80
Student Worker 15 hrs/ week X 16 weeks		No Benefits	
Student Tutor 55 hours			
<b>Learning Skills Workshop/Faculty Instructor</b>	<b>50</b>	<b>\$63.29</b>	<b>\$3,164.50</b>
Individualized/ Group Remediation	Benefits	9.75%	\$308.54
<b>TOTAL FALL 2013 SEMESTER</b>			<b>\$28,957.29</b>
Winter 2014			
DESCRIPTION	# OF HOURS	HOURLY RATES	COSTS
<b>Nursing Advisor</b>	60	\$63.29	\$3,797.40
10 hours x 6 weeks	Benefits	9.75%	\$370.25
<b>Directed Study in Nursing 3</b>	<b>48</b>	<b>\$63.29</b>	<b>\$3,037.92</b>
Skills Lab Seminars 8hrs/week X 6 weeks	Benefits	9.75%	\$296.20
<b>College Support Services</b>	115	\$11.04	\$1,269.60
Students Worker 15 hrs/ week X 6 weeks		No Benefits	
Student Tutors 5hrs/week X 5 weeks			
<b>Learning Skills Workshop/Faculty Instructor</b>	<b>30</b>	<b>\$63.29</b>	<b>\$1,898.70</b>
Individualized/ Group Remediation	Benefits	9.75%	\$185.12
<b>TOTAL WINTER 2014</b>			<b>\$10,855.19</b>
Spring 2014			
DESCRIPTION	HOURS	HOURLY RATES	COSTS
<b>Nursing Advisor</b>	160	\$63.29	\$10,126.40
10 hours/week X 16 weeks	Benefits	9.75%	\$987.32
<b>Directed Study in Nursing 3</b>	<b>160</b>	<b>\$63.29</b>	<b>\$10,126.40</b>
NCLEX Prep Course 80 hrs	Benefits	9.75%	\$987.32

**El Camino College-Compton Community Educational Center**  
**County of Los Angeles-Department of Health Services**  
**Tutoring Mentoring Grant Program**  
**For FY 2013 - 2014**  
**H-703497**

Exhibit B-2

Supplemental Clinical 80 hrs			
<b>College Support Services</b>	295	\$11.04	\$3,256.80
Student Worker 15 hrs/week X 16 weeks		No Benefits	
Student Tutor 55 hours			
<b>Learning Skills Workshop/Faculty Instructor</b>	<b>50</b>	\$63.29	\$3,164.50
Individualized/ Group Remediation	Benefits	9.75%	\$308.54
<b>TOTAL SPRING 2014 SEMESTER</b>			<b>\$28,957.29</b>
<b>Summer 2014</b>			
<b>DESCRIPTION</b>	<b># OF HOURS</b>	<b>HOURLY RATES</b>	<b>COSTS</b>
Nursing Advisor	140	\$63.29	\$8,860.60
10 hours/week 14 weeks	Benefits	9.75%	\$863.91
<b>Learning Skills Workshop/Faculty Instructor</b>	<b>70</b>	\$63.29	\$4,430.30
Skills Lab Seminars 5hrs/week X 14 weeks	Benefits	9.75%	\$431.95
<b>College Support Services</b>	235	\$11.04	\$2,594.40
Students Worker 15 hrs/ week X 14 weeks		No Benefits	
Student Tutors 5hrs/ week X 5 weeks			
<b>Learning Skills Workshop/Faculty Instructor</b>	<b>40</b>	\$63.29	\$2,531.60
Individualized/ Group Remediation	Benefits	9.75%	\$246.83
<b>TOTAL SUMMER 2014</b>			<b>\$19,959.59</b>
<b>TOTAL PERSONNEL 2013-2014 FISCAL YEAR</b>			<b>\$88,729.35</b>
<b>2013-2014 NON-PERSONNEL ITEMS</b>			
<b>ITEM</b>		<b>DESCRIPTION</b>	<b>AMOUNT</b>
Supplies		Med Supplies	\$635.33
<b>TOTAL FALL 2013 SEMESTER</b>			<b>\$635.33</b>
Supplies		Med Supplies	\$635.32
<b>TOTAL SPRING 2014 SEMESTER</b>			<b>\$635.32</b>
<b>TOTAL 2013-2014 FISCAL YEAR NON-PERSONNEL</b>			<b>\$1,270.65</b>
<b>TOTAL 2013-2014 FISCAL YEAR</b>	<b>YEAR 1</b>		<b>\$90,000.00</b>

El Camino College-Compton Community Educational Center  
County of Los Angeles-Department of Health Services  
Tutoring Mentoring Grant Program  
For FY 2013 - 2014  
H-703497

Exhibit B-2

July 1, 2014- June 30, 2015			
Fall 2014			
DESCRIPTION	# OF HOURS	HOURLY RATES	COSTS
<b>Nursing Advisor</b>	160	\$63.29	\$10,126.40
10 hours/week X 16 weeks	Benefits	9.75%	\$987.32
<b>Directed Study in Nursing 3</b>	<b>160</b>	<b>\$63.29</b>	<b>\$10,126.40</b>
NCLEX Prep Course 80 hrs	Benefits	9.75%	\$987.32
Supplemental Clinical 80 hrs			
<b>College Support Services</b>	295	\$11.04	\$3,256.80
Student Worker 15 hrs/ week X 16 weeks		No Benefits	
Student Tutor 55 hours			
<b>Learning Skills Workshop/Faculty Instructor</b>	<b>50</b>	<b>\$63.29</b>	<b>\$3,164.50</b>
Individualized/ Group Remediation	Benefits	9.75%	\$308.54
<b>TOTAL FALL 2014 SEMESTER</b>			<b>\$28,957.29</b>
Winter 2015			
DESCRIPTION	# OF HOURS	HOURLY RATES	COSTS
<b>Nursing Advisor</b>	60	\$63.29	\$3,797.40
10 hours x 6 weeks	Benefits	9.75%	\$370.25
<b>Directed Study in Nursing 3</b>	<b>48</b>	<b>\$63.29</b>	<b>\$3,037.92</b>
Skills Lab Seminars 8hrs/week X 6 weeks	Benefits	9.75%	\$296.20
<b>College Support Services</b>	115	\$11.04	\$1,269.60
Students Worker 15 hrs/ week X 6 weeks		No Benefits	
Student Tutors 5/hrs/ week X 5 weeks			
<b>Learning Skills Workshop/Faculty Instructor</b>	<b>30</b>	<b>\$63.29</b>	<b>\$1,898.70</b>
Individualized/ Group Remediation	Benefits	9.75%	\$185.12
<b>TOTAL WINTER 2015</b>			<b>\$10,855.19</b>
Spring 2015			
DESCRIPTION	HOURS	HOURLY RATES	COSTS
<b>Nursing Advisor</b>	160	\$63.29	\$10,126.40
10 hours/week X 16 weeks	Benefits	9.75%	\$987.32
<b>Directed Study in Nursing 3</b>	<b>160</b>	<b>\$63.29</b>	<b>\$10,126.40</b>
NCLEX Prep Course 80 hrs	Benefits	9.75%	\$987.32

**El Camino College-Compton Community Educational Center**  
**County of Los Angeles-Department of Health Services**  
**Tutoring Mentoring Grant Program**  
**For FY 2013 - 2014**  
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Exhibit B-2

Supplemental Clinical 80 hrs			
<b>College Support Services</b>	295	\$11.04	\$3,256.80
Student Worker 15 hrs/ week X 16 weeks		No Benefits	
Student Tutor 55 hours			
<b>Learning Skills Workshop/Faculty Instructor</b>	50	\$63.29	\$3,164.50
Individualized/ Group Remediation	Benefits	9.75%	\$308.54
<b>TOTAL SPRING 2015 SEMESTER</b>			<b>\$28,957.29</b>
<b>Summer 2015</b>			
<b>DESCRIPTION</b>	<b># OF HOURS</b>	<b>HOURLY RATES</b>	<b>COSTS</b>
Nursing Advisor	140	\$63.29	\$8,860.60
10 hours/week 14 weeks	Benefits	9.75%	\$863.91
<b>Learning Skills Workshop/Faculty Instructor</b>	70	\$63.29	\$4,430.30
Skills Lab Seminars 8hrs/ week	Benefits	9.75%	\$431.95
<b>College Support Services</b>	235	\$11.04	\$2,594.40
Students Worker 15 hrs/ week X 14 weeks		No Benefits	
Student Tutors 5hrs/week X 5 weeks			
<b>Learning Skills Workshop/Faculty Instructor</b>	40	\$63.29	\$2,531.60
Individualized/ Group Remediation	Benefits	9.75%	\$246.83
<b>TOTAL SUMMER 2015</b>			<b>\$19,959.59</b>
<b>TOTAL PERSONNEL 2014-2015 FISCAL YEAR</b>			<b>\$88,729.35</b>
<b>2014-2015 NON-PERSONNEL ITEMS</b>			
<b>ITEM</b>		<b>DESCRIPTION</b>	<b>AMOUNT</b>
Supplies		Med Supplies	\$635.32
<b>TOTAL FALL 2014 SEMESTER</b>			<b>\$635.32</b>
Supplies		Med Supplies	\$635.33
<b>TOTAL SPRING 2015 SEMESTER</b>			<b>\$635.33</b>
<b>TOTAL 2014-2015 FISCAL YEAR NON-PERSONNEL</b>			<b>\$1,270.65</b>
<b>TOTAL 2014-2015 FISCAL YEAR</b>	<b>YEAR 2</b>		<b>\$90,000.00</b>

**El Camino College-Compton Community Educational Center  
County of Los Angeles-Department of Health Services  
Tutoring Mentoring Grant Program  
For FY 2013 - 2014  
H-703497**

Exhibit B-2

Los Angeles Valley College  
County of Los Angeles-Department of Health Services  
Tutoring Mentoring Grant Program  
For 2011-2013  
H-300469

Exhibit B-2

July 1, 2011- June 30, 2012			
Fall 2011			
DESCRIPTION	# OF HOURS	HOURLY RATES	COSTS
<b>Nursing Advisor</b>	160	\$63.29	\$10,126.40
10 hours/week X 16 weeks	Benefits	9.70%	\$982.26
<b>Directed Study in Nursing 3</b>	<b>160</b>	<b>\$63.29</b>	<b>\$10,126.40</b>
NCLEX Prep Course 80 hrs	Benefits	9.70%	\$982.26
Supplemental Clinical 80 hrs			
<b>College Support Services</b>	300	\$11.04	\$3,312.00
Student Worker 15 hrs/ week X 16 weeks		No Benefits	
Student Tutor 60 hours			
<b>Learning Skills Workshop/Faculty Instructor</b>	<b>50</b>	<b>\$63.29</b>	<b>\$3,164.50</b>
Individualized/ Group Remediation	Benefits	9.70%	\$306.96
<b>TOTAL FALL 2011 SEMESTER</b>			<b>\$29,000.78</b>
Winter 2012			
DESCRIPTION	# OF HOURS	HOURLY RATES	COSTS
<b>Nursing Advisor</b>	60	\$63.29	\$3,797.40
10 hours x 6 weeks	Benefits	9.70%	\$368.35
<b>Directed Study in Nursing 3</b>	<b>48</b>	<b>\$63.29</b>	<b>\$3,037.92</b>
Skills Lab Seminars 8hrs/week X 6 weeks	Benefits	9.70%	\$294.68
<b>College Support Services</b>	120	\$11.04	\$1,324.80
Students Worker 15 hrs/ week X 6 weeks		No Benefits	
Student Tutors 5hrs/week X 6 weeks			
<b>Learning Skills Workshop/Faculty Instructor</b>	<b>30</b>	<b>\$63.29</b>	<b>\$1,898.70</b>
Individualized/ Group Remediation	Benefits	9.70%	\$184.17
<b>TOTAL WINTER 2012</b>			<b>\$10,906.02</b>
Spring 2012			
DESCRIPTION	HOURS	HOURLY RATES	COSTS
<b>Nursing Advisor</b>	160	\$63.29	\$10,126.40
10 hours/week X 16 weeks	Benefits	9.70%	\$982.26
<b>Directed Study in Nursing 3</b>	<b>160</b>	<b>\$63.29</b>	<b>\$10,126.40</b>
NCLEX Prep Course 80 hrs	Benefits	9.70%	\$982.26

Los Angeles Valley College  
County of Los Angeles-Department of Health Services  
Tutoring Mentoring Grant Program  
For 2011-2013  
H-300469

Exhibit B-2

Supplemental Clinical 80 hrs			
<b>College Support Services</b>	300	\$11.04	\$3,312.00
Student Worker 15 hrs/week X 16 weeks		No Benefits	
Student Tutor 60 hours			
<b>Learning Skills Workshop/Faculty Instructor</b>	50	\$63.29	\$3,164.50
Individualized/ Group Remediation	Benefits	9.70%	\$306.96
<b>TOTAL SPRING 2012 SEMESTER</b>			<b>\$29,000.78</b>
<b>Summer 2012</b>			
<b>DESCRIPTION</b>	<b># OF HOURS</b>	<b>HOURLY RATES</b>	<b>COSTS</b>
Nursing Advisor	140	\$63.29	\$8,860.60
10 hours/week 14 weeks	Benefits	9.70%	\$859.48
<b>Learning Skills Workshop/Faculty Instructor</b>	70	\$63.29	\$4,430.30
Skills Lab Seminars 5hrs/week X 14 weeks	Benefits	9.70%	\$429.74
<b>College Support Services</b>	240	\$11.04	\$2,649.60
Students Worker 15 hrs/ week X 14 weeks		No Benefits	
Student Tutors 5hrs/ week X 6 weeks			
<b>Learning Skills Workshop/Faculty Instructor</b>	40	\$63.29	\$2,531.60
Individualized/ Group Remediation	Benefits	9.70%	\$245.57
<b>TOTAL SUMMER 2012</b>			<b>\$20,006.88</b>
<b>TOTAL PERSONNEL 2011-2012 FISCAL YEAR</b>			<b>\$88,914.46</b>
<b>2011-2012 NON-PERSONNEL ITEMS</b>			
<b>ITEM</b>		<b>DESCRIPTION</b>	<b>AMOUNT</b>
Supplies		Med Supplies	\$543.30
<b>TOTAL FALL 2011 SEMESTER</b>			<b>\$543.30</b>
Supplies		Med Supplies	\$542.24
<b>TOTAL SPRING 2012 SEMESTER</b>			<b>\$542.24</b>
<b>TOTAL 2011-2012 FISCAL YEAR NON-PERSONNEL</b>			<b>\$1,085.54</b>
<b>TOTAL 2011-2012 FISCAL YEAR</b>	<b>YEAR 1</b>		<b>\$90,000.00</b>
<b>July 1, 2012- June 30, 2013</b>			
<b>Fall 2012</b>			
<b>DESCRIPTION</b>	<b># OF HOURS</b>	<b>HOURLY RATES</b>	<b>COSTS</b>
Nursing Advisor	160	\$63.29	\$10,126.40



**Los Angeles Valley College**  
**County of Los Angeles-Department of Health Services**  
**Tutoring Mentoring Grant Program**  
**For 2011-2013**  
**H-300469**

Exhibit B-2

10 hours/week X 16 weeks	Benefits	9.70%	\$982.26
<b>Directed Study in Nursing 3</b>	<b>160</b>	<b>\$63.29</b>	<b>\$10,126.40</b>
NCLEX Prep Course 80 hrs	Benefits	9.70%	\$982.26
Supplemental Clinical 80 hrs			
<b>College Support Services</b>	<b>300</b>	<b>\$11.04</b>	<b>\$3,312.00</b>
Student Worker 15 hrs/ week X 16 weeks		No Benefits	
Student Tutor 60 hours			
<b>Learning Skills Workshop/Faculty Instructor</b>	<b>50</b>	<b>\$63.29</b>	<b>\$3,164.50</b>
Individualized/ Group Remediation	Benefits	9.70%	\$306.96
<b>TOTAL FALL 2012 SEMESTER</b>			<b>\$29,000.78</b>
<b>Winter 2013</b>			
<b>DESCRIPTION</b>	<b># OF HOURS</b>	<b>HOURLY RATES</b>	<b>COSTS</b>
<b>Nursing Advisor</b>	<b>60</b>	<b>\$63.29</b>	<b>\$3,797.40</b>
10 hours x 6 weeks	Benefits	9.70%	\$368.35
<b>Directed Study in Nursing 3</b>	<b>48</b>	<b>\$63.29</b>	<b>\$3,037.92</b>
Skills Lab Seminars 8hrs/week X 6 weeks	Benefits	9.70%	\$294.68
<b>College Support Services</b>	<b>120</b>	<b>\$11.04</b>	<b>\$1,324.80</b>
Students Worker 15 hrs/ week X 6 weeks		No Benefits	
Student Tutors 5/hrs/ week X 6 weeks			
<b>Learning Skills Workshop/Faculty Instructor</b>	<b>30</b>	<b>\$63.29</b>	<b>\$1,898.70</b>
Individualized/ Group Remediation	Benefits	9.70%	\$184.17
<b>TOTAL WINTER 2013</b>			<b>\$10,906.02</b>
<b>Spring 2013</b>			
<b>DESCRIPTION</b>	<b>HOURS</b>	<b>HOURLY RATES</b>	<b>COSTS</b>
<b>Nursing Advisor</b>	<b>160</b>	<b>\$63.29</b>	<b>\$10,126.40</b>
10 hours/week X 16 weeks	Benefits	9.70%	\$982.26
<b>Directed Study in Nursing 3</b>	<b>160</b>	<b>\$63.29</b>	<b>\$10,126.40</b>
NCLEX Prep Course 80 hrs	Benefits	9.70%	\$982.26
Supplemental Clinical 80 hrs			
<b>College Support Services</b>	<b>300</b>	<b>\$11.04</b>	<b>\$3,312.00</b>
Student Worker 15 hrs/ week X 16 weeks		No Benefits	
Student Tutor 60 hours			
<b>Learning Skills Workshop/Faculty Instructor</b>	<b>50</b>	<b>\$63.29</b>	<b>\$3,164.50</b>
Individualized/ Group Remediation	Benefits	9.70%	\$306.96

Los Angeles Valley College  
County of Los Angeles-Department of Health Services  
Tutoring Mentoring Grant Program  
For 2011-2013  
H-300469

Exhibit B-2

<b>TOTAL SPRING 2013 SEMESTER</b>			<b>\$29,000.78</b>
<b>Summer 2013</b>			
<b>DESCRIPTION</b>	<b># OF HOURS</b>	<b>HOURLY RATES</b>	<b>COSTS</b>
Nursing Advisor	140	\$63.29	\$8,860.60
10 hours/week14 weeks	Benefits	9.70%	\$859.48
Learning Skills Workshop/Faculty Instructor	<b>70</b>	\$63.29	\$4,430.30
Skills Lab Seminars 8hrs/ week	Benefits	9.70%	\$429.74
<b>College Support Services</b>	240	\$11.04	\$2,649.60
Students Worker 15 hrs/ week X 14 weeks		No Benefits	
Student Tutors 5/hrs/ week X 6 weeks			
<b>Learning Skills Workshop/Faculty Instructor</b>	<b>40</b>	\$63.29	\$2,531.60
Individualized/ Group Remediation	Benefits	9.70%	\$245.57
<b>TOTAL SUMMER 2013</b>			<b>\$20,006.88</b>
<b>TOTAL PERSONNEL 2012-2013 FISCAL YEAR</b>			<b>\$88,914.46</b>
<b>2012-2013 NON-PERSONNEL ITEMS</b>			
<b>ITEM</b>		<b>DESCRIPTION</b>	<b>AMOUNT</b>
Supplies		Med Supplies	\$543.30
<b>TOTAL FALL 2012 SEMESTER</b>			<b>\$543.30</b>
Supplies		Med Supplies	\$542.24
<b>TOTAL SPRING 2013 SEMESTER</b>			<b>\$542.24</b>
<b>TOTAL 2012-2013 FISCAL YEAR NON-PERSONNEL</b>			<b>\$1,085.54</b>
<b>TOTAL 2012-2013 FISCAL YEAR</b>	<b>YEAR 2</b>		<b>\$90,000.00</b>

**Exhibit B-12**  
**Los Angeles Valley College**  
**County of Los Angeles-Department of Health Services**  
**Tutoring Mentoring Grant Program**  
**July 1, 2014 - June 30, 2015**  
**H-300469**

Summer 2014			
DESCRIPTION	# OF HOURS	HOURLY RATES	COSTS
<b>Nursing Advisor</b>	160	\$63.29	\$10,126.40
10 hours/week X 16 weeks	Benefits	9.75%	\$987.32
<b>Directed Study in Nursing 3</b>	<b>160</b>	<b>\$63.29</b>	<b>\$10,126.40</b>
NCLEX Prep Course 80 hrs	Benefits	9.75%	\$987.32
Supplemental Clinical 80 hrs			
<b>College Support Services</b>	295	\$11.04	\$3,256.80
Student Worker 15 hrs/ week X 16 weeks		No Benefits	
Student Tutor 55 hours			
<b>Learning Skills Workshop/Faculty Instructor</b>	<b>50</b>	<b>\$63.29</b>	<b>\$3,164.50</b>
Individualized/ Group Remediation	Benefits	9.75%	\$308.54
<b>TOTAL FALL 2014 SEMESTER</b>			<b>\$28,957.29</b>
Fall 2014			
DESCRIPTION	# OF HOURS	HOURLY RATES	COSTS
<b>Nursing Advisor</b>	60	\$63.29	\$3,797.40
10 hours x 6 weeks	Benefits	9.75%	\$370.25
<b>Directed Study in Nursing 3</b>	<b>48</b>	<b>\$63.29</b>	<b>\$3,037.92</b>
Skills Lab Seminars 8hrs/week X 6 weeks	Benefits	9.75%	\$296.20
<b>College Support Services</b>	115	\$11.04	\$1,269.60
Students Worker 15 hrs/ week X 6 weeks		No Benefits	
Student Tutors 5/hrs/ week X 5 weeks			
<b>Learning Skills Workshop/Faculty Instructor</b>	<b>30</b>	<b>\$63.29</b>	<b>\$1,898.70</b>
Individualized/ Group Remediation	Benefits	9.75%	\$185.12
<b>TOTAL WINTER 2015</b>			<b>\$10,855.19</b>
Winter 2015			
DESCRIPTION	HOURS	HOURLY RATES	COSTS
<b>Nursing Advisor</b>	160	\$63.29	\$10,126.40
10 hours/week X 16 weeks	Benefits	9.75%	\$987.32
<b>Directed Study in Nursing 3</b>	<b>160</b>	<b>\$63.29</b>	<b>\$10,126.40</b>
NCLEX Prep Course 80 hrs	Benefits	9.75%	\$987.32
Supplemental Clinical 80 hrs			
<b>College Support Services</b>	295	\$11.04	\$3,256.80

**Exhibit B-12**  
**Los Angeles Valley College**  
**County of Los Angeles-Department of Health Services**  
**Tutoring Mentoring Grant Program**  
**July 1, 2014 - June 30, 2015**  
**H-300469**

Student Worker 15 hrs/ week X 16 weeks		No Benefits	
Student Tutor 55 hours			
<b>Learning Skills Workshop/Faculty Instructor</b>	<b>50</b>	\$63.29	\$3,164.50
Individualized/ Group Remediation	Benefits	9.75%	\$308.54
<b>TOTAL SPRING 2015 SEMESTER</b>			<b>\$28,957.29</b>
<b>Spring 2015</b>			
<b>DESCRIPTION</b>	<b># OF HOURS</b>	<b>HOURLY RATES</b>	<b>COSTS</b>
Nursing Advisor	140	\$63.29	\$8,860.60
10 hours/week 14 weeks	Benefits	9.75%	\$863.91
Learning Skills Workshop/Faculty Instructor	<b>70</b>	\$63.29	\$4,430.30
Skills Lab Seminars 8hrs/ week	Benefits	9.75%	\$431.95
<b>College Support Services</b>	<b>235</b>	\$11.04	\$2,594.40
Students Worker 15 hrs/ week X 14 weeks		No Benefits	
Student Tutors 5hrs/week X 5 weeks			
<b>Learning Skills Workshop/Faculty Instructor</b>	<b>40</b>	\$63.29	\$2,531.60
Individualized/ Group Remediation	Benefits	9.75%	\$246.83
<b>TOTAL SUMMER 2015</b>			<b>\$19,959.59</b>
<b>TOTAL PERSONNEL 2014-2015 FISCAL YEAR</b>			<b>\$88,729.35</b>
<b>2014-2015 NON-PERSONNEL ITEMS</b>			
<b>ITEM</b>		<b>DESCRIPTION</b>	<b>AMOUNT</b>
Supplies		Med Supplies	\$635.32
<b>TOTAL FALL 2014 SEMESTER</b>			<b>\$635.32</b>
Supplies		Med Supplies	\$635.33
<b>TOTAL SPRING 2015 SEMESTER</b>			<b>\$635.33</b>
<b>TOTAL 2014-2015 FISCAL YEAR NON-PERSONNEL</b>			<b>\$1,270.65</b>
<b>TOTAL 2015-2016 FISCAL YEAR</b>	<b>YEAR 2</b>		<b>\$90,000.00</b>

Los Angeles Valley College  
County of Los Angeles-Department of Health Services  
Tutoring Mentoring Program  
For FY 2014-2015

## **Math Peer Tutoring**

This course offers nursing students the opportunity to receive supplemental assistance in the solving of dosage/ calculation problems. This course is mandatory for all nursing students not achieving a passing score of 100% on any dosage calculation quiz. However, the course is recommended to all of the Los Angeles Valley College nursing students. The course is taught by third/fourth semester nursing students who have demonstrated excellence in the solving of dosage calculation problems.

## **NCLEX Review Course**

This course has been specifically designed to assist the RN candidate in achieving the goal of passing the NCLEX exam and attaining the outcome of being a licensed nurse. The course is offered to all nursing students attending Los Angeles Valley College and to nursing students from all surrounding community colleges. The course instructors are selected based upon their expertise in various areas of nursing. The course is offered twice a year, in January and June.

## **Supplemental Clinical Rotations**

This supplemental medical/surgical nursing course is designed to give students, at the basic and intermediate level of nursing, an additional clinical experience. The course is mandatory for students who are enrolled in remediation, either for a theory or clinical failure. In addition, students identified a weak in the clinical area are highly encouraged to enroll in the supplemental clinical. Evaluation tool for the supplemental clinical is attached.

## **Physical Assessment**

This skills course provides individualized and group instruction to nursing students seeking to improve their skills in history taking, physical examination and data collection. For students enrolled in remediation the attending skills lab is integrated into their individualized remediation plan.

## **Open Skills Lab**

This open skills lab is designed to assist students seeking self remediation for skills needed in the clinical setting. Many of the nursing skills required in the clinical setting are difficult to teach in a didactic setting and this forum provides a safe environment for students to practice psychomotor skills. Additionally, students in remediation are contracted to spend a prescribed amount of hours in the skills lab. Instruction in this setting is done individually and in groups.

## **Individualized Tutoring**

Individualized tutoring is designed to assist students who have failed a test or have been identified as at risk for failing a nursing course. In this forum, the instructor provides one to one instruction of course content, test review, test taking strategies and devise an individualized remediation plan to improve student outcomes. Each individual review is course specific.

## **Group Tutoring**

This group activity is designed to assist students who have failed a test or have been identified as at risk for failing a course. These activities are designed to be an interactive process whereby the students can seek clarification of course content or review testing content. These groups have been used when a large number of students have failed a specific course test. Each group review is course specific.



Attachment XVI  
**LOS ANGELES COUNTY  
DEPARTMENT OF HEALTH SERVICES**



LOS ANGELES COUNTY EMPLOYMENT APPLICATIONS ARE AVAILABLE AT:

WEBSITE: <http://www.ladhs.org/wps/portal/nursing>

Click on *Vacancy Announcements* tab to view our vacancy postings

**OFFICE OF NURSING AFFAIRS – ADMINISTRATION**

Vivian Branchick, RN – Chief Nursing Officer /  
Director of Nursing Affairs/[vbranchick@dhs.lacounty.gov](mailto:vbranchick@dhs.lacounty.gov)  
Grace Ibanez, RN – Nursing Director/ [gibanez@dhs.lacounty.gov](mailto:gibanez@dhs.lacounty.gov)  
Cheri Vodros – Management Secretary /[carmstrong@dhs.lacounty.gov](mailto:carmstrong@dhs.lacounty.gov)  
313 North Figueroa, Room 904, Los Angeles, CA 90012  
(213) 240-7702 / Fax: (213) 482-9421  
**Send Resumes To K. Cho**  
Katherine Cho, RN, MSN - Assistant Nursing Director / [katcho@dhs.lacounty.gov](mailto:katcho@dhs.lacounty.gov)  
7601 E. Imperial Highway, Building 503, Rm. 77  
Downey, CA 90242  
(562) 401-7753 Fax: (562) 803-6231

**Nurse Recruiter List**

**HARBOR-UCLA MEDICAL CENTER**

Vacant - Nurse Recruiter  
Alan Noel, RN, BSN – Nurse Recruiter  
1000 West Carson Street, Bldg. N-25, Rm. W107  
Torrance, CA 90509  
(310) 222-2512  
Fax: (310) 787-0065 [alnoel@dhs.lacounty.gov](mailto:alnoel@dhs.lacounty.gov)

**LAC+USC HEALTHCARE NETWORK**

Debi Farris, RN, BSN, CHCR - Nurse Recruiter  
Laura Pineda, RN, MSN – Nurse Recruiter  
Vacant – Nurse Recruiter  
1200 N. State Street, Room C2C112 Inpatient Tower  
Los Angeles, CA 90033  
(323) 409-4664 [dpopkins@dhs.lacounty.gov](mailto:dpopkins@dhs.lacounty.gov) or  
Fax: (323) 441-8039 [lpineda@dhs.lacounty.gov](mailto:lpineda@dhs.lacounty.gov) or

**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER**

Sharon F. Arnwine RN, MS, CNO/Nurse Recruiter  
Maribel Rosas, RN, BSN – Nurse Recruiter  
7601 E. Imperial Highway, Building 503, Rm. 77  
Downey, CA 90242  
(562) 401-7912 [sarnwine@dhs.lacounty.gov](mailto:sarnwine@dhs.lacounty.gov) or  
Fax: (562) 803-6231 [mprosas@dhs.lacounty.gov](mailto:mprosas@dhs.lacounty.gov)

**VALLEYCARE OLIVE VIEW- UCLA MEDICAL CENTER AND HEALTH CENTER**

Richard Guitche, RN, BSN – Nurse Recruiter  
Susanna Mortimer, RN, MSN – Nurse Recruiter  
14445 Olive View Drive, Rm. 2C206  
Sylmar, CA 91342  
(818) 364-3317 [rguitche@dhs.lacounty.gov](mailto:rguitche@dhs.lacounty.gov) or  
Fax: (818) 364-3326 [smortimer@dhs.lacounty.gov](mailto:smortimer@dhs.lacounty.gov)